



2014 BENEFITS ENROLLMENT GUIDE



What's Inside

- Welcome to Harvard from Marilyn Hausammann,
Vice President for Human Resources.....3
- Your Benefits Enrollment.....4
- Who Can You Cover?.....4
- Medical and Prescription Drug Coverage5
- Dental Coverage.....6
- Vision Care Coverage.....7
- Disability Coverage9
- Life Insurance10
- Long Term Care (LTC) Insurance.....10
- Flexible Spending Accounts (FSA)11
- Copayment Reimbursement Program13
- Your Benefits with Harvard University Health Services (HUHS).....14
- Retirement and Investment Programs15
- Tuition Assistance Plan (TAP)18
- Other Benefits, Perks and Services.....20
- Important Contact Information for Benefits.....23
- Frequently Asked Questions25
- Changing Your Benefits During the Year.....27

The employee benefit programs described in this Guide are effective in 2014. 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 plan, programs, policies or contracts.

Welcome to Harvard



Dear Colleague:

Welcome to Harvard! As a new member of the Harvard University faculty or staff, you are eligible for a wide range of valuable University-provided benefits designed to:

- Promote the health and wellness of you and your family
- Protect your income while you are working
- Build financial security for retirement
- Help you balance your personal responsibilities and work life
- Provide you with career development and educational opportunities

Some benefits are provided automatically, while you must actively choose others. Most are highly subsidized or even free to you as an important part of your total compensation package.

This **Harvard 2014 Benefits Enrollment Guide** gives you an overview of the benefits available to you. I urge you to review the information provided here soon – for some benefits you must enroll during the first 30 days of your employment.

Additional information about these benefits and many other employee services, perks and campus amenities can be found on HARVie – Harvard’s intranet for employees. Please go to harvie.harvard.edu, then to Compensation & Benefits > Compensation > Your Total Compensation to get started.

Sincerely,

A handwritten signature in black ink that reads "Marilyn Hausammann". The signature is fluid and cursive.

Marilyn Hausammann
Vice President for Harvard Human Resources

Your Benefits Enrollment

You have **30 days** from your date of hire or first date of benefits eligibility to enroll in the following Harvard benefits:

- Medical and Prescription Drug Coverage
- Vision Care Coverage
- Supplemental Life Insurance
- Health Flexible Spending Account (FSA)
- Dental Coverage
- Long Term Disability (LTD)
- Long Term Care (LTC) Insurance
- Dependent Care Flexible Spending Account (FSA)

You enroll in your benefits online using PeopleSoft; you can find detailed instructions in “Enrolling in Benefits Using PeopleSoft” in this package. When enrolling in these benefits, your enrollment is retroactive to your date of hire or first eligibility, and you will be charged retroactively for your benefits coverage from that date.

As a Harvard employee, you also have access to many other benefits and perks that you will find described in this booklet. Some of these are available to you immediately, others have different waiting periods. You can also learn more on HARVie (harvie.harvard.edu).

Paying for Benefits with Pretax Dollars

Your share of the costs for medical, dental, vision care and flexible spending accounts (FSAs), as well as any contributions to a tax-deferred account for retirement savings, are deducted from your pay on a pretax basis, as allowed by the IRS. This saves you significant money by reducing your taxable income. Long term disability, long term care and supplemental life insurance premiums are paid with after-tax dollars. To see how much you can save in taxes, visit HARVie (harvie.harvard.edu) and select Compensation & Benefits > Health Benefits > Tax Savings Calculator.

Please note that premiums for (non-dependent) domestic partner benefits coverage are deducted from your pay on an after-tax basis by law for federal income tax purposes and the value of the coverage is subject to 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.

Receiving Benefit Plan ID Cards

You will receive ID cards for medical, prescription drug, dental and vision coverage within two weeks after enrollment. If you use any of these benefits before receiving your ID card, call your benefit provider for information about coverage (numbers are on pages 23-24 of this Guide).

Who Can You Cover?

Individual and Family Coverage

You may elect individual coverage for yourself for any of the benefits listed above. You may also elect family coverage for yourself, your spouse or domestic partner and your eligible dependents under Harvard’s medical, dental and vision care plans. If you enroll a dependent, you must provide proof of the dependent’s eligibility and submit that proof with the Dependent Documentation Cover Sheet included in this package. Your spouse or domestic partner and other family members may apply for individual coverage under Harvard’s group Long Term Care (LTC) insurance.

For medical, dental and vision care coverage, you may cover the following eligible dependents:

- Your spouse
- Your registered domestic partner (must be registered in order to receive coverage)
- Your eligible children under age 26 by birth, adoption, foster placement or legal guardianship, including eligible children of your spouse or domestic partner
- Your eligible disabled child(ren) age 26 and over, including eligible disabled child(ren) of your spouse or domestic partner

Proof of dependent eligibility includes copies of the following:

- Valid marriage certificate for spousal coverage
- Municipal registration of domestic partnership and Harvard’s Statement of Domestic Partnership for domestic partner coverage (contact Benefits to obtain a copy of the Statement of Domestic Partnership)
- Birth certificate, adoption documents or proof of legal guardianship for dependent child coverage

Medical and Prescription Drug Coverage

When you enroll in medical coverage, you pay a fraction of the total group premium, with Harvard paying most of the total premium. The enclosed *Monthly Rates and Health Care Comparison Chart for 2014* provides rate information based on your salary tier and a side-by-side comparison of your medical options; it is also available online on HARVie (harvie.harvard.edu), select Compensation & Benefits > Health Benefits. You must elect this benefit within **30 days** by going to PeopleSoft to receive this coverage.

Medical Coverage Choices

Most Harvard employees have a choice between two types of medical care options: Health Maintenance Organization (HMO) and Point of Service (POS). Monthly premiums are lower for HMOs, and there’s a reason for this difference. HMOs require you to select a primary care physician (PCP) who coordinates your care and authorizes visits to specialists. POS options offer nearly identical benefits and still require you to select a PCP, but they allow you the additional choice of visiting doctors and providers outside the network without a referral from your PCP.

Employees living outside Massachusetts may also choose a Preferred Provider Organization (PPO). In a PPO, you are not required to get referrals from a PCP to see specialists or other providers. The PPO does have a network of doctors and pays a higher benefit when you seek care from these in-network providers, which lowers your costs.

HMO OPTIONS	POS OPTIONS	PPO OPTION
Harvard University Group Health Plan (HUGHP) HMO	Harvard University Group Health Plan (HUGHP) POS	
Harvard Pilgrim Health Care (HPHC) HMO	Harvard Pilgrim Health Care (HPHC) POS	Harvard Pilgrim Health Care (HPHC) PPO (must live outside Massachusetts)

Prescription Drug Coverage

Your prescription drug benefit is included as part of your medical coverage and is administered by Express Scripts, a pharmacy benefits manager. When you enroll in medical coverage, you will receive an Express Scripts Welcome Kit with your **Express Scripts ID card** and information on locating a pharmacy near you. Most major pharmacy chains accept Express Scripts. Present your Express Scripts ID card when filling prescriptions. You can save money on medications you take on a long-term basis by using mail order with Express Scripts. With Express Scripts mail order, you can buy up to a 90-day supply at a reduced copayment when compared to retail pharmacies. To learn more about mail order, contact Express Scripts at the number on page 24 of this Guide.

Coverage for Dependents Living Outside Your Plan's Service Area:

All family members must have the same medical coverage, so if you have dependent children who are living outside your plan's service area, there may be out-of-network costs incurred for services. You can contact the health plans directly with questions; see pages 23-24.

Service Employees International Union (SEIU) Plan

Members of the SEIU bargaining unit have an additional health plan option, sponsored through the SEIU. This plan includes **medical, dental, vision care and prescription drug** coverage. You can find more information about this plan on HARVie (harvie.harvard.edu); select Compensation & Benefits > Health Benefits > Health Plans or call Benefits for more information.

Dental Coverage

Harvard offers comprehensive dental coverage through the Delta Dental PPO Plus Premier program, which includes dentists in the Delta Dental Premier and Delta Dental PPO networks. Delta Dental offers a wide network of participating dentists that includes 97% of dentists in Massachusetts. To locate participating dentists, visit www.deltadentalma.com. You may also receive services from non-participating dentists, in-state or out-of-state, although you may be billed for the difference between Delta Dental's negotiated fees and those of a non-participating dentist. You must elect this benefit within **30 days** by going to PeopleSoft to receive this coverage.

Delta Dental Highlights

- There is no balance billing for in-network dentists: you cannot be billed for the difference between your dentist's rate and Delta Dental's negotiated rate when you see a dentist in Delta Dental's Premier or PPO network.
- There are no claim forms when you see a dentist in either Delta Dental network.
- Non-participating (out-of-network) dentists may balance bill. You are responsible for the difference between the non-participating maximum plan allowance and the full fee charged by the dentist.
- The maximum annual benefit for each plan participant is \$3,000.
- You can roll over up to \$750 of your annual benefit to the following year if you have had an oral exam or cleaning during the calendar year and have used less than \$1,000 of the annual \$3,000 benefit. If you reach the \$1,000 threshold, remaining benefits cannot be rolled over. The total accumulated rollover maximum is \$1,500, from year to year.

OVERVIEW OF DENTAL BENEFITS & COVERED SERVICES *

Coverage Maximums	\$3,000 per covered person (annual)
Annual Deductible	<ul style="list-style-type: none"> • No deductible for diagnostic and preventive services and covered orthodontic services • \$50 per covered person for all other services (\$25 for HUCTW and Local 26 members) • Maximum \$150 per family (\$75 for HUCTW and Local 26)
Covered Services	
Coverage levels are the same for participating and non-participating dentists, whether in-state or out-of-state.	
Preventive Care Cleanings and X-rays	Delta Dental pays 100%
Basic Services Temporary and permanent fillings, simple extractions, surgical extractions	Delta Dental pays up to 75% after deductible
Restorative Services Periodontics, endodontics and oral surgery, root canal, prosthetic maintenance, emergency dental care	Delta Dental pays 75% after deductible
Major Services Prostodontics, installation of crowns, inlays, onlays, dentures, implants and bridges	Delta Dental pays 75% after deductible up to the limit of the plan benefit (some further restrictions may also apply)
Orthodontics	Delta Dental pays 50% (with no deductible) for children under age 19, up to \$1,500 lifetime maximum per child

*For details, please refer to the Delta Dental Summary of Benefits available on HARVie.

Vision Care Coverage

Harvard's comprehensive vision care provides coverage for vision exams and products at greatly reduced and/or discounted rates. Davis Vision, a leading provider of vision care benefits, is Harvard's provider for this benefit. You must elect this benefit within **30 days** by going to PeopleSoft to receive this coverage.

Davis Vision offers a nationwide network of providers. To locate a provider or see if your preferred provider is included in the Davis Vision network, call the Davis Vision customer service call center at 800-448-8245 or visit the member website at davisvision.com, enter Client Code 2556.

Harvard's medical plans also offer vision care coverage and discounts. The overview on the next page can help you compare your options and decide whether Davis Vision is a good fit for you and your family.

OVERVIEW OF VISION CARE BENEFITS & COVERAGE

	EYE EXAM (12 Months)	CONTACT LENS FITTING (12 Months)	FRAMES & LENSES	CONTACT LENSES (In lieu of eyeglasses) (12 Months)	LASER VISION CORRECTION
DAVIS VISION	\$15 copay	\$20 copay for standard contact lenses	\$20 copay (24 months) Choose any frame from Davis Vision's Exclusive Collection: up to a \$175 Value or \$140 frame allowance, plus 20% discount on overages	Contact lenses from Davis Vision's Contact Lens Collection or \$150 allowance, plus 15% discount on overages	Up to 25% discount off the usual and customary charge or up to a 5% discount off any advertised promotion, whichever is lower from Davis Vision
HUGHHP	\$0 copay	NOT INCLUDED	25% savings on frames and lenses. Discount applies only at: Davis Vision Network Providers	20% savings on daily wear contact lenses (10% savings on disposable lenses). Discount applies only at: Davis Vision Network Providers	Up to 25% discount off the usual and customary charge or a 5% discount off promotional pricing, whichever is lower. Discount applies only at: Davis Vision Network Provider
HPHC	\$0 copay	NOT INCLUDED	Free eyewear and additional eyewear savings available from specific providers. Visit harvardpilgrim.org/savings for details	15%-20% off cost of contact lenses from specific provider network. Discount applies only at: LensCrafters, Sears, Target, Pearle and JCPenney	US Laser Vision Network offers up to a 15% discount off the usual and customary charge, or up to a 5% discount toward promotional pricing, whichever is lower. 40%-50% off national average price of Traditional LASIK. Discount applies only at: QualSight LASIK

With Davis Vision, Harvard employees and covered family members can use their retail frame allowance on any frame at any in-network provider location. For enhanced value, members can select from more than 200 frames from the Davis Vision Exclusive Collection at little or no additional out-of-pocket cost.

Disability Coverage

Short Term Disability (STD)

Harvard provides staff members with short term disability (STD) benefits of up to 180 days due to a disability or illness. You do not need to enroll in this benefit and there is no cost to you for participation. STD pays between 70% and 100% of your pre-disability salary, depending on your job classification and years of Harvard service. Generally, employees must satisfy a waiting period and “spend down” a certain number of available sick days before STD benefits can begin. Please refer to HARVie (harvie.harvard.edu) for details on STD benefits.

Long Term Disability (LTD)

Long Term Disability (LTD) insurance is an optional benefit that helps you meet your financial commitments if you are unable to work for more than 180 days due to a disability. Harvard’s LTD plan is offered through the Standard Insurance Company. You must enroll in this benefit in order to receive coverage. Premiums are deducted from your after-tax pay. If you enroll within your first **30 days** of hire or first becoming eligible, you do not need to provide a medical history form.

The LTD program pays you a benefit of 60% of your pre-disability salary (tax free) at the time you become disabled. While you are on LTD, Harvard continues your life insurance coverage free of cost and continues your retirement plan contributions. In addition, you remain eligible for Harvard’s medical, dental and vision care benefits at Harvard’s highly subsidized rates.

LTD Highlights

Covers disabilities incurred both on and off the job.

- You continue to accrue participation service and receive retirement plan contributions based on your salary at the time you first became disabled.
- Since premium payments are made with after-tax dollars, LTD benefits are tax-free under current law.
- Cost of living adjustment (COLA) benefit is included.
- If you die while LTD benefits are payable, and on the date you die you have been continuously disabled for at least 180 days, a survivor’s benefit may be payable to eligible survivors.
- Maximum monthly benefit is \$15,000.

LTD Pre-existing Condition Limitations

If you are a new participant in the LTD plan, and are found to have had a pre-existing medical condition in the 90 days preceding the date you become a participant, you will not be eligible for coverage for that condition and/or related conditions unless you meet one of the following requirements:

- You have been a participant in the program for 12 months and actively at work (not disabled) for 12 months and one day; or
- You have been treatment-free for that pre-existing condition for 6 continuous months during your first 12 months of participation.

For more information on LTD, including limitations and exclusions, go to HARVie (harvie.harvard.edu); select **Compensation & Benefits > Disability & Life Insurance > Long Term Disability**.

Life Insurance

Basic Life Insurance

Harvard helps you provide basic protection to your beneficiaries with free group term Basic Life Insurance coverage. This free coverage is equal to one-half your annual base salary, rounded to the nearest \$1,000. You do not need to enroll in this coverage. (The imputed cost of any Basic Life Insurance coverage in excess of \$50,000 is taxable to you. If your coverage exceeds \$50,000, the taxable amount will be shown with the information that accompanies your paycheck.)

Supplemental Life Insurance

You may purchase additional, optional group term Supplemental Life Insurance to give your dependents greater coverage. You can elect up to 5 times your current annual base salary (rounded to the nearest \$1,000), in these increments:

- 1 x your annual salary
- 2 x your annual salary
- 3 x your annual salary
- 4 x your annual salary
- 5 x your annual salary

The maximum amount of Supplemental Life Insurance coverage you may purchase is \$1,250,000. The cost of Supplemental Life Insurance coverage is based on your age and the amount of coverage you elect. Premiums are deducted from your after-tax pay. If you elect Supplemental Life Insurance within **30 days** of hire, first becoming eligible or marriage, you do not need to provide a Statement of Health. If you elect this coverage at any other time, you must complete a Statement of Health for review by MetLife; your coverage will not become effective until approved.

If you leave Harvard, you may continue Basic and/or Supplemental Life Insurance with a portability or conversion option through MetLife. You can find additional details on HARVie (harvie.harvard.edu).

Long Term Care (LTC) Insurance

An accident, long term illness or simply the effects of aging can result in the need for costly extended care. Harvard's group Long Term Care (LTC) insurance, provided through Genworth Life Insurance Company, can help protect you and your family against the costs associated with such care, while preserving your ability to choose among a range of care options. Long Term Care insurance covers charges for services received at home, in the community or in a nursing facility.

If you elect this coverage within **30 days** of hire or first becoming eligible and are actively at work and under age 80, you do not need to provide any medical history. You can apply for this coverage at any time after your first 30 days, but you will be subject to medical underwriting.

The following family members of active, benefits-eligible faculty and staff may also apply for LTC coverage:

- Spouses, domestic partners
- Siblings, including step-siblings
- Adult children, including stepchildren
- Parents, stepparents and grandparents/step-grandparents

These family members may be subject to additional age and residency limitations and will be subject to medical underwriting.

To learn more about Harvard's group LTC insurance and to apply, please visit the Genworth website at www.genworth.com/groupltc (enter Group ID: Harvard, Access Code: groupltc), where you can learn about LTC costs in your area and model your coverage options and costs. Or, call Genworth Life Insurance Company toll free at 1-800-416-3624, Monday–Friday, 8 a.m.–8 p.m. Eastern time.

Flexible Spending Accounts (FSA)

Harvard offers two Flexible Spending Account (FSA) options: a Health FSA that lets you pay for eligible medical, dental and vision care expenses for you and your eligible dependents, and a Dependent Care FSA that lets you pay for eligible dependent care expenses. Contributing to an FSA helps you save money because your contributions are deducted from your pay before federal and state income taxes and FICA taxes, lowering your taxable income while helping you pay eligible expenses. When electing an FSA, you should estimate your expenses carefully, because any money that is not claimed by the annual deadline will be forfeited. For a 2014 Health or Dependent Care FSA, you have until March 15, 2015 to incur eligible expenses and until March 31, 2015 to file claims. You must elect this benefit within **30 days** by going to PeopleSoft.

Crosby Benefit Systems, Inc. administers the FSA program for Harvard. If you elect an FSA, you can link directly to Crosby via HARVie to check on your FSA balances, file claims, enroll in direct deposit for your reimbursements and learn more about eligible expenses. To access the Crosby website, go to HARVie and choose Crosby FSA from the drop-down "Go to" menu at the top right of any page.

Health FSA

A Health FSA provides a way to pay for predictable, out-of-pocket health care expenses for you and your eligible dependents with pretax dollars you contribute. Paying for health expenses with an FSA can save you considerable money in taxes, but you should estimate your health costs for the year carefully because the IRS requires that you forfeit any money in your account that is not spent by the deadline (March 15th of the following year). You may contribute between \$120 and \$2,500 per year to a Health FSA and must actively elect this benefit within **30 days** of becoming eligible.

Examples of Eligible Health FSA Expenses

- Copayments, coinsurance and deductibles
- Medical supplies and equipment, including crutches, wheelchairs, bandages and diagnostic devices such as blood sugar test kits
- Orthodontia expenses
- Eyeglasses, lenses, contact lenses and supplies
- Mental health and substance abuse treatments

Paying for Eligible Expenses with Your Health FSA

The Health FSA offers the Flex Debit Card for easy, convenient payment. When you enroll in the Health FSA, you automatically receive the card in the mail and can present it at qualifying merchants or providers. You must save your receipts for eligible expenses.

- If the expense meets basic eligibility requirements, the provider is paid directly (up to your annual election amount, less any funds you have previously spent). Crosby Benefit Systems (Harvard's FSA administrator) will review the purchase. Some transactions may require no further action, while in other cases Crosby may require you to submit receipts.

- If a provider doesn't accept the Flex Debit Card, you may pay for expenses out of pocket and submit receipts for reimbursement to Crosby as described at the bottom of this page, under **Requesting Reimbursement from Your FSA**.

Dependent Care FSA

If you have predictable expenses for the care of a dependent child or adult that you need while you (and your spouse) work or look for work, you may want to consider signing up for a Dependent Care FSA. The Dependent Care FSA covers eligible dependent child or adult care expenses, *not* health care expenses for dependents. You may contribute between \$120 and \$5,000 to your Dependent Care FSA for the year, unless one of the following IRS guidelines applies to you:

- If you are married and your spouse files a separate income tax return, the most you may contribute is \$2,500.
- If you are married and your spouse also contributes to a dependent care FSA through his or her employer, the \$5,000 annual maximum is the total amount that you and your spouse may contribute combined.
- If you or your spouse earns less than \$5,000 a year, you can contribute up to the lower of your two incomes.
- If your spouse has no income but is a full-time student or disabled, you can contribute up to \$3,000 per year if you have one eligible dependent; up to \$5,000 if you have two or more eligible dependents.

Examples of Eligible Dependent Care FSA Expenses

- Care provided to a child under age 13 or for your spouse or dependent of any age who normally spends at least eight hours in your home each day and cannot care for himself or herself because of a physical or mental disability
- Payment for someone who provides care in your home as well as related taxes
- Payment to an eligible day care facility, including a senior center
- Payment to a summer day camp (some specialty camps may be excluded) and for after-school care

Requesting Reimbursement from Your FSA

Claims must be postmarked by March 31, 2015 for expenses incurred for your 2014 FSA.

To be reimbursed for eligible dependent care expenses, you must submit a Dependent Care FSA claim form (forms can be found on HARVie [harvie.harvard.edu]; select Forms at the top of the page) along with original receipts to the address below.

While the Flex Debit Card may be used for most Health FSA expenses, you may also submit requests for reimbursement for eligible expenses, including eligible expenses from providers who do not accept the Flex Debit Card, to Crosby using a Health FSA claim form (available on HARVie) along with original receipts.

Submit to:

Harvard University FSA Plan

c/o Crosby Benefit Systems, Inc.

P.O. Box 25172

Lehigh Valley, PA 18002-5172

Phone: 866-918-9711, **Fax:** 978-367-9626

Copayment Reimbursement Program

Harvard's Copayment Reimbursement Program is a unique benefit that assists employees with high copayment costs. This program is only available to active faculty and staff with an annual full-time equivalent (FTE) salary* up to \$95,000 and who are enrolled in Harvard-sponsored medical coverage. You do not need to enroll in this benefit.

Copayments for in-network office visits and prescription drugs are eligible for reimbursement through this program. Copayments for emergency room visits, out-of-network expenses and coinsurance are NOT eligible.

When Does the Program Begin Reimbursing Copayments?

You can be reimbursed for copayments for office visits and prescription drugs above these thresholds:

ENROLLMENT STATUS	FTE SALARY*	OFFICE VISITS	PRESCRIPTION DRUGS
INDIVIDUAL (It does not matter if you are enrolled in individual or family coverage)	Less than \$70,000	\$135	\$500
	\$70,000-\$95,000	\$270	\$1,000
FAMILY (Must be enrolled in family coverage)	Less than \$70,000	\$330	\$1,000
	\$70,000-\$95,000	\$660	\$2,000

* FTE 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. Once you meet the appropriate threshold, there is no limit to the amount you can be reimbursed.

Requesting Reimbursement from the Copayment Reimbursement Program

Claims for copayments paid during 2014 must be postmarked by March 31, 2015. To be reimbursed for eligible copayments, you must submit a Copay Reimbursement Request form (forms can be found on HARVie [harvie.harvard.edu]; select Forms at the top of the page) along with original receipts and other supporting documentation (described on the Request form) to:

Harvard University Copayment Reimbursement Program

c/o Crosby Benefit Systems, Inc.

P.O. Box 25172

Lehigh Valley, PA 18002-5172

Phone: 866-918-9711, **Fax:** 978-367-9626

Your Benefits With Harvard University Health Services (HUHS)

Harvard University Health Services offers a wide variety of services and benefits for the Harvard community, including both Harvard University Group Health Plan (HUGHP) members and employees who select another medical plan option. To find out more about these services and benefits, visit huhs.harvard.edu.

HUHS has four convenient on-campus locations:

- Holyoke Center, 75 Mount Auburn Street, Cambridge
- Harvard Business School, Cumnock Hall, 33 Harvard Way, Boston
- Harvard Law School, Pound Hall, 1563 Massachusetts Avenue, Cambridge
- Longwood Medical Area, Vanderbilt Hall, 275 Longwood Avenue, Boston

Below are HUHS services available to all employees:

HUHS Service	All Harvard employees	HUGHP members
Urgent Care	During work hours only*	Anytime (See comparison chart for copayment information)
Pharmacy over-the-counter products	✓	✓
Center for Wellness	✓	✓ (Up to a 50% discount)
Dental Clinic	✓	✓
Optical Shop	✓	✓
Flu vaccination clinics	✓	✓

* Your insurance plan will be billed and you will be responsible for any applicable copayments, coinsurance or deductibles; insurance plans that are not sponsored by Harvard may consider HUHS to be out-of-network, resulting in higher out-of-pocket costs, up to the full cost of the visit.

HUGHP members can select a primary care physician at any HUHS location. Members with an HUHS primary care physician can fill prescriptions through the HUHS Pharmacy and use the on-site Quest Diagnostics laboratory services. HUGHP members also have access to the following services at HUHS:

- Allergy
- Behavioral Health
- Dermatology
- Ear, Nose, & Throat
- Endocrinology
- Gastroenterology
- General Surgery
- Hematology
- Neurology
- Nutrition
- Obstetrics and Gynecology
- Ophthalmology/Optometry
- Orthopedic Surgery
- Pediatrics
- Physical Therapy
- Podiatry
- Primary Care
- Radiology
- Rheumatology
- Travel Clinic
- Urology

Retirement and Investment Programs

Harvard's retirement programs help provide employees with financial security after their working years through both University-funded retirement plans and employee-funded tax-deferred savings. With Harvard's retirement programs, you have a choice of investment options from three companies: Fidelity, TIAA-CREF and Vanguard. For more information on these plans, your investment options and financial education resources, go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits.

For Retirement Questions:

Go to HARVie (harvie.harvard.edu), select Compensation & Benefits > Retirement Benefits, or call the Harvard University Retirement Center (HURC) at 800-527-1398, Monday-Friday, 8 a.m.-5 p.m. ET.

Tax-Deferred Annuity (TDA) Plan

Harvard's Tax-Deferred Annuity (TDA) Plan gives you an easy way to save for your retirement, while reducing your taxable income today. With the TDA, you can begin to build greater long-term financial security. You may open a TDA as soon as you begin working and you can enroll at any time. Your contributions are deducted from your pay on a pretax basis and directed into investment(s) of your choice. If you don't make an investment choice, your TDA contributions will be invested in a low-cost Vanguard target-date fund based on your age. Your existing qualified employer and employee accounts may be rolled into your TDA. You will receive a TDA enrollment package with more information in the mail from the Harvard University Retirement Center (HURC).

ENROLL, VIEW, CHANGE OR REALLOCATE YOUR CONTRIBUTIONS ONLINE ANYTIME

To learn more about the TDA, go to Harvie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits > Tax Deferred Account. You may open a TDA online at anytime by going to HARVie and choosing "**Retirement Center**" from the drop down menu at the top right of any page and following the online instructions, or by calling the HURC at 800-527-1398, Monday-Friday, 8 a.m-5 p.m. (ET)

In addition to enrollment, the online Retirement Center lets you manage your TDA when it's convenient for you:

- Change your per-pay-period contribution amount
- Change your future contributions among investment companies
- Stop your contributions

You may also make these changes by calling the HURC at 800-527-1398. You will need to contact your investment company directly to make investment fund changes within your TDA (see contact information on page 24).

AUTOMATIC ENROLLMENT AND AUTOMATIC ESCALATION FEATURES IN THE TDA PLAN

New faculty and administrative/professional staff members are eligible for automatic enrollment and automatic escalation in the TDA Plan. (Support staff and members of Harvard's bargaining units are not eligible for these features at this time.) You'll receive detailed information in the mail from the HURC.

With automatic enrollment, faculty and administrative/professional staff are **automatically enrolled in the TDA 60 days after their start date** as follows, unless they make another choice:

- Your initial contribution will be 3% of salary, deducted pretax each pay period.
- Your contributions will be invested in a low-cost Vanguard target-date fund tied to the year closest to when you will turn 65. You can also elect different options from among Harvard's available fund choices.

- Contributions are increased by 1 percentage point each January until you reach 10% of salary, or up to the applicable maximum annual limit.
- You can cancel participation at any time, and 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 (this will cancel your participation in the annual automatic escalation feature).

CONTRIBUTION LIMITS

For 2014, pretax contributions to Harvard's TDA Plan and any other employers' TDA and similar pretax savings plans generally may not exceed \$17,500. You may be able to contribute up to \$23,000 for 2014 if you will be age 50 or older by the end of the year.

University-Funded Retirement Programs

Harvard University has three University-funded retirement programs available to eligible faculty and staff: the 2001 Staff Retirement Program, the Retirement Income Plan for Teaching Faculty and the 1995 Retirement Program. Eligible faculty and staff are automatically enrolled in the retirement plan for their group after the applicable waiting period, as described below, and will receive more information by mail about two months before becoming eligible for contributions. Below is a basic overview. You can also go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits for more information.

2001 STAFF RETIREMENT PROGRAM

This program is for eligible professional and administrative staff and support staff, including those who are eligible to become members of the Harvard Union of Clerical and Technical Workers (HUCTW). You must be regularly scheduled to work at least half-time or 17.5 hours per week and be at least age 21 to be eligible.

RETIREMENT INCOME PLAN FOR TEACHING FACULTY

The Retirement Income Plan for Teaching Faculty is for teaching faculty, including certain instructors and lecturers who work at least half-time and are at least age 21.

RETIREMENT PLAN HIGHLIGHTS

The **2001 Staff Retirement Program** and the **Retirement Income Plan for Teaching Faculty** have these same features:

- Harvard makes 100% of all contributions. University contributions are made monthly based on your age and pensionable salary each month you are a participant:
 - Under age 40:** The contribution amount equals 5% of pay up to the Social Security wage base (\$117,000 in 2014), and 10% of pay for earnings above the Social Security wage base;
 - Age 40 and above:** The contribution amount equals 10% of pay up to the Social Security wage base (\$117,000 in 2014), and 15% of pay for earnings above the Social Security wage base.
- Contributions begin after a 6-month waiting period, and are retroactive to date of hire.
- Contributions are invested in funds you choose from those offered by the three investment companies. If you make no active election, contributions will automatically be invested in a low-cost Vanguard target-date fund tied to the year closest to when you will turn 65.
- Participants are vested after 3 years of vesting service (generally, 3 years of employment with the University); vesting means you have a legal right to your benefits. Vested benefits are available upon termination or retirement.

1995 RETIREMENT PROGRAM

The 1995 Retirement Program is for Service & Trades employees who are represented by a collective bargaining unit other than the HUCTW. To be eligible, you must be regularly scheduled to work at least 20 hours per week and be at least age 21. If you are eligible, you will receive an enrollment packet prior to becoming eligible for contributions. Program features include:

- University contributions begin after a 12-month waiting period.
- Harvard makes 100% of all contributions.
- Participants are vested after 3 years of vesting service (generally 3 years of employment with the University); vesting means you have a legal right to your benefits. Vested benefits are available upon termination or retirement.

The **1995 Retirement Program** has two accounts: the Basic Account and the Individual Investment Account:

BASIC ACCOUNT (DEFINED BENEFIT)

University contributions are made monthly based on the following rates applied to your pensionable pay. The contributions are based on your age plus service:

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

University contributions to your Individual Investment Account equal 3.5% of monthly pay. Contributions are made monthly and invested in funds you choose from those offered by the three investment companies. If you make no active election, contributions will automatically be invested in a low-cost Vanguard target-date fund tied to the year closest to when you will turn 65.

457(b) Deferred Compensation Plan

The Harvard 457(b) Deferred Compensation Plan allows certain highly compensated faculty and staff to set aside a portion of salary on a tax-deferred basis in addition to deferrals under the TDA Plan. For 2014, participation is limited to faculty and staff whose base salary is at least \$200,000 and who reside in certain states. The maximum you may save changes annually and is determined by federal law. In 2014, the maximum dollar amount you may contribute generally is \$17,500. If you are eligible for this plan, you will receive information in the mail.

Definitions

TAX-DEFERRED means you will not pay state or federal taxes on your savings and the investment earnings will accumulate tax-free until you withdraw them.

WAITING PERIOD is the period of time between an employee's date of hire and the date the employee becomes eligible for a retirement program.

VESTED means you have the legal right to the benefits in your account.

Tuition Assistance Plan (TAP) and Tuition Reimbursement Plan (TRP)

Harvard’s Tuition Assistance Plan (TAP) lets you take courses at greatly reduced rates at participating Harvard schools – as little as \$40 per course at the Harvard Extension School. Courses taken at Harvard are covered by TAP, whether they are job-related, taken to advance your career, or just to develop and explore your own interests. Certain Harvard schools also allow you to pursue a degree with TAP.

The Tuition Reimbursement Plan (TRP) reimburses you for *job-related courses* at another accredited institution. You can be reimbursed for 75-90% of the tuition cost, up to an annual maximum of \$5,250. Harvard Union of Clerical and Technical Workers (HUCTW) members may also use TRP for some non-job-related courses at other accredited institutions.

Before enrolling in a class, you should review the complete TAP and TRP guidelines on HARVie (harvie.harvard.edu) select Compensation & Benefits > Tuition Assistance > Tuition Assistance Plan, where you will find important, detailed information on eligibility, waiting periods, eligible courses, credit limits, costs and tax information, how to enroll and more.

Eligibility

TAP and TRP are available to eligible staff, faculty and retirees. Your eligibility is based on your employee classification and the hours you work per week. If you are in a bargaining unit, TAP and TRP eligibility also depend upon your collective bargaining agreement.

YOUR EMPLOYEE CLASSIFICATION	MINIMUM REQUIRED HOURS PER WEEK
Part-Time Service & Trades (Limited Regulars)	16 hours
Faculty	17.5 hours
Administrative & Professional Staff	17.5 hours
Non-Bargaining Unit Non-Exempt, Support Staff, HUCTW members	17.5 hours
Internal Post Doc (Harvard Research), External Post Doc (Harvard Research)	17.5 hours
Harvard University Police (HUPA), Security, Parking, Museum Guards (HUSPMGU)	17.5 hours
Dining Services (Local 26)	20 Hours

A complete listing of eligible and ineligible groups can be found under the Eligibility section of TAP on HARVie. Please note that those with full-time student status are not eligible for TAP, with the exception of full-time students at the Harvard Extension School. Employees of Harvard Business School Publishing participate in a separate tuition reimbursement program and should refer to the HBS Publishing Employee Guidebook and contact their local human resources office for details.

Waiting Periods (Faculty, Administrative and Professional Staff and Non-HUCTW Support Staff)

WAITING PERIOD FOR HARVARD COURSES

Your date of hire must be on or before:

- July 1st for Fall Semester
- November 1st for Spring Semester
- April 1st for Summer Semester

For any certificate or professional programs eligible for TAP (through a Harvard school) held outside the regular academic semester schedule, your date of hire must be 90 days before the program begins. For these programs, the first day of class can be on the 90th day of employment.

Waiting Period for Non-Harvard Courses

Your date of hire must be 180 days before the class begins. The first day of class can coincide with the 180th day of employment.

HUCTW Members

WAITING PERIOD FOR HARVARD AND NON-HARVARD COURSES

The waiting period is the Orientation and Review period. After completing the Orientation and Review period (90 days), HUCTW employees can use the TAP benefit to enroll in Harvard and non-Harvard courses. In order to be eligible, the course start date must be on or after your 90th day of employment.

Please go to the Waiting Period section of TAP on HARVie for more details on the waiting periods for temporary employees hired into benefits-eligible positions, rehired employees and employees returning from a leave of absence.

Harvard Schools/Programs Participating in TAP

SCHOOL	TAP FEE	COURSE INFORMATION
Arnold Arboretum Adult Education	\$20 per class	my.arboretum.harvard.edu
Divinity School	10% of course cost	hds.harvard.edu
Extension School	\$40 per class	extension.harvard.edu
Graduate School of Arts and Sciences (FAS)	10% of course cost	gsas.harvard.edu
Graduate School of Design	10% of course cost	gsd.harvard.edu
Graduate School of Education	10% of course cost	gse.harvard.edu
Harvard College (FAS)	10% of course cost	fas.harvard.edu
Harvard Law School	Call the Law School JD Admissions Office for information	law.harvard.edu
Harvard Medical School	10% of course cost, call the HMS Human Resources Office for information	hms.harvard.edu
Harvard Summer School	\$40-\$80 per class	summer.harvard.edu
Harvard Kennedy School	10% of course cost	hks.harvard.edu
Office for the Arts Ceramics and Dance programs	\$40 (plus lab fees for ceramics classes)	ofa.fas.harvard.edu
School of Public Health	10% of course cost	hsph.harvard.edu/registrar/tapaffiliate-registration

For details on registering for Harvard classes, degree programs and other guidelines, go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Tuition Assistance > Tuition Assistance Plan.

Other Benefits, Perks and Services

Faculty and staff have access to a wide array of discounts, perks, services and facilities. Below is a sample. Detailed information about these as well as information on policies and problem-solving resources and assistance can be found on HARVie (harvie.harvard.edu).

Career Development and Training Classes

The Bridge to Learning and Literacy

Training in ESL, GED, computers and academic prep

617-496-2216

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Career & Professional Development > Harvard Bridge Program

Center for Workplace Development

Professional and skill development, leadership, and career management

617-495-4895

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Career & Professional Development

Education Assistance Programs

Provides additional financial support for some education and certificate costs not covered by the Tuition Assistance Plan.

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Compensation & Benefits > Tuition Assistance

Child Care and Elder Care

University Office of Work/Life

617-495-4100

Work/Life Program Manager, Harvard Longwood Campus

617-432-7448

Faculty of Arts and Sciences Work/Life Contact

617-496-2553

Information on Harvard-affiliated child care centers, child care scholarships, discounts on back-up care for children and elders

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Work/Life Balance > Caring for Children

Employee Assistance Program (EAP)

Referrals to child care, elder care, school vacation programs, camps

877-EAP-HARV (877-327-4278)

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

Adoption Scholarships

617-495-4100

[HARVie \(harvie.harvard.edu\)](http://harvie.harvard.edu) > Work/Life Balance > Caring for Children > Adoption Resources

Discounts

Outings & Innings

Discounts for movies, performing arts, sporting events, museums, shopping, services, travel and more

617-495-2828

outingsandinings.harvard.edu

Technology Services - Computers and Accessories

617-495-5450

huit.harvard.edu/technology_sales

Harvard Community

Faculty Club

Dining room; rooms for meetings and special events

617-495-5758

www.hfc.harvard.edu

Harvard Neighbors

Cultural and educational events, interest groups, social activities

617-495-4313

neighbors.harvard.edu

United Ministry at Harvard

Information on a wide variety of Harvard-affiliated religious organizations and services

617-495-5529

chaplains.harvard.edu

Healthy Living

Athletic Facilities and Recreation

Memberships for employees and family members, low-cost exercise, yoga, dance, and other fitness classes

General Membership: 617-496-1585

recreation.gocrimson.com

For Vanderbilt Hall, Longwood Medical Area:
617-432-1630

hms.harvard.edu/departments/vanderbilt-hall, select Athletic Facility in left column

Center for Wellness and Health Communication

Private consultations with health educators, classes in stress management and yoga, wellness therapies (e.g., massage)

617-495-9629

<http://cw.uhs.harvard.edu/index.html>

Employee Assistance Program (EAP)

Confidential assistance and referrals for mental health, substance abuse, family issues, stress management and more

877-EAP-HARV (877-327-4278)

HARVie (harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

Harvard Dental Service

Full range of dental services for the University community

617-495-2063

<http://huhs.harvard.edu/HealthServices/Dental.aspx>

Housing, Banking, Personal Insurance Services

Group Discounted Auto and Home Insurance

Marsh @ Work Solutions

866-228-3516

www.crimsonpersonalplans.com

Harvard Housing Office

Assistance finding roommates, apartments, Harvard housing

617-496-7827

www.huhousing.harvard.edu/HarvardUniversityHousing/index.aspx

Harvard University Employees Credit Union

Saving and checking accounts, mortgages, car loans, credit cards

617-495-4460

www.huecu.org

Real Estate Advantage Program

Referrals to moving companies, cash rebates when houses are purchased through Coldwell Banker

800-396-0960

www.facultyrealestate.harvard.edu/HomeBuyingAndSellingServices/homebuyingselling.aspx#REAP

ID Cards

Campus Service Center Cambridge

Holyoke Center 807, 1350 Mass. Ave.

617-496-7827

Longwood ID Office

Kresge Building, SPH3-119, 677 Huntington Ave.

617-432-0389

www.campuservices.harvard.edu/id-cards

Harvard Business School Operations Office

Shad Hall, Lower Level ("Basement")

617-495-6814

Legal Assistance

Employee Assistance Program (EAP)

Free consultations, referrals for financial and legal problems

877-EAP-HARV (877-327-4278)

HARVie (harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

Libraries

Information on how to access Harvard's library system

617-495-4166, lib.harvard.edu

Museums

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

The Arnold Arboretum

617-524-1718; www.arboretum.harvard.edu

Harvard Forest

978-724-3302; <http://harvardforest.fas.harvard.edu/>

Harvard Art Museums

617-495-9400; <http://www.harvardartmuseums.org/>

Harvard Museum of Natural History

617-495-3045; www.hmn.harvard.edu

Observatory Nights

Free monthly lectures and telescopic observing at the Harvard Observatory

617-495-7461; <http://www.cfa.harvard.edu/>

The Semitic Museum

617-495-4631; <http://www.semiticmuseum.fas.harvard.edu>

Parking and Public Transportation

Harvard CommuterChoice

Public transportation passes available for half-price, Zipcar membership, commute planning services and information on biking, carpools and more

617-384-RIDE (7433)

campusservices.harvard.edu/commuterchoice

Parking Office

CAMBRIDGE AND ALLSTON - CAMPUS SERVICE CENTER

617-496-7827

campusservices.harvard.edu/parking

LONGWOOD CAMPUS

617-432-1111

parking.med.harvard.edu

Shuttle Services

CAMBRIDGE AND ALLSTON SHUTTLES

617-495-0400 (for evening van service)

campusservices.harvard.edu/transit-fleet

LONGWOOD MEDICAL AREA SHUTTLES

617-632-2800

masco.org/directions/shuttle-information

Safety and Security

Harvard University Police Department (HUPD)

Tips and resources for crime prevention and safety on Harvard's campuses

Emergencies should go to 911

617-495-1212

Longwood campus: 617-432-1212

hupd.harvard.edu/prevention_handbook.php

Important Contact Information for Benefits

Making the most of your benefits means knowing where to find the information you need when you need it. Keep this contact information handy for future reference.

TOPIC	CALL	ONLINE
General Benefits Questions		
Harvard Human Resources, Benefits	617-496-4001	harvie.harvard.edu > Compensation & Benefits
		benefits@harvard.edu
Copayment Reimbursement Program		
Crosby Benefit Systems	(T) 800-462-2235 (F) 617-928-0001	rosbybenefits.com
Dental Coverage		
Delta Dental	800-872-0500	deltadentalma.com
Disability - Short-Term (STD) and Long-Term (LTD)		
The Standard Insurance Company	855-758-4775 (toll free Harvard-dedicated line for claims questions)	standard.com
Flexible Spending Accounts (FSAs)		
Crosby Benefit Systems	(T) 800-462-2235 (F) 617-928-0001	crosbybenefits.com
Life Insurance		
MetLife: Life Insurance Statement of Health	800-638-6420 (prompt 1)	metlife.com
Long Term Care (LTC) Insurance		
Genworth Life Insurance Company	800-416-3624	genworth.com/groupltc Group ID: Harvard Code: groupltc
Medical Coverage Questions: Service Areas, Emergency Coverage, Referrals, etc.		
Harvard University Group Health Plan (HUGHP): HMO and POS information	617-495-2008	hughp.harvard.edu
Harvard Pilgrim Health Care (HPHC): HMO, POS and PPO information	888-333-4742	harvardpilgrim.org

TOPIC	CALL	ONLINE
Prescription Drug Coverage		
Express Scripts (Harvard's Pharmacy Benefit Manager)	800-718-6481	express-scripts.com
Tax-Deferred Annuity (TDA) Plan & Staff and Faculty Retirement Programs		
Harvard University Retirement Center (HURC)	800-527-1398	harvie.harvard.edu > Compensation & Benefit > Retirement Benefits
Fidelity	800-343-0860 Consultation Appointments: 800-642-7131	fidelity.com/atwork Appointments: fidelity.com/atwork/reservations
TIAA-CREF	800-527-1398 Appointments: 866-843-5640	tiaa-cref.org
Vanguard	800-523-1188 Appointments: 800-662-0106, x14500	vanguard.com Appointments: meetvanguard.com
Tuition Assistance Program (TAP)		
TAP Guidelines	617-496-4001	harvie.harvard.edu > Compensation & Benefits > Tuition Assistance
Crosby Benefit Systems (non-Harvard course reimbursements)	(T) 800-462-2235, ext. "0" (F) 617-928-0001	crosbybenefits.com
Vision Care		
Davis Vision	800-448-8245	davisvision.com/members enter Client Code 2556

Summary Plan Descriptions (SPDs) of certain programs described in this Guide are available at Harvard Human Resources, Benefits, Harvard University, 1350 Massachusetts Avenue, Holyoke Center, Room 664, Cambridge, MA 02138-3846 or online at harvie.harvard.edu, **select the link for Forms at the top of the page and go to Compensation and Benefits.**

Frequently Asked Questions

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

No. Even if you have your Harvard University ID number and PIN, you will not be able to access HARVie or PeopleSoft or make your benefit elections until your hire date or first date of benefits eligibility.

2. Is there a deadline for submitting my benefits elections?

Yes. You have **30 days** from your hire date or first date of benefits eligibility to submit your elections, as well as all supporting documentation if you are electing family coverage. Supporting documentation includes a marriage certificate if you are enrolling a spouse; a birth certificate or adoption paperwork if you are enrolling child(ren); and a Harvard Statement of Domestic Partnership along with a Certificate of Registration from Municipality if you are enrolling a domestic partner.

3. When will I get my medical, dental, vision care and/or prescription cards?

Once you have made your benefit elections in PeopleSoft, it takes about two to three weeks to receive your cards. If you need to use services in the meantime, you can contact the vendor(s) directly to obtain your ID number(s). See pages 23-24 for contact information.

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 or make changes until the next annual Open Enrollment* period, unless you experience an event that permits you to make benefits changes under IRS rules (see page 27). Enrollment changes must be consistent with the event. If you have experienced or will be experiencing

an event and want to make benefit changes, contact Benefits at 617-496-4001 as soon as possible in order not to miss the **30-day** window to make eligible changes.

5. When will my coverage start?

Once your elections are received, your coverage start date is your date of hire or first date of benefits eligibility. You will be charged retroactive premiums for medical, dental and/or vision coverage to that date.

6. I currently have other 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/other coverage ends?

Yes. If you wish to defer your enrollment until your current (other) coverage ends, DO NOT elect Harvard coverage for these benefits in PeopleSoft. You must contact Benefits at 617-496-4001 and provide the exact date your other coverage will terminate. Benefits will send you enrollment information, with the new effective date. You will need to complete the online election process within **30 days** of the date your current coverage terminates. You will also need to include a letter from your former employer or insurance carrier stating you were enrolled in medical, dental and/or vision coverage and the date that the coverage terminated. If you are enrolling a spouse/domestic partner and/or children, they will need to be listed in the letter.

If you are eligible and wish to enroll in other Harvard benefits, such as Supplemental Life or Long Term Disability Insurance, you should do so within your **initial 30-day** enrollment window to guarantee your eligibility for these plans with no medical review.

* The annual Open Enrollment generally takes place in late October/early November. Changes made during Open Enrollment go into effect on January 1st of the following year.

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

If you have an out-of-state address listed as of your hire date in PeopleSoft, this may affect your eligibility for Harvard's HMO plans. If your address is listed incorrectly in PeopleSoft and you would like it changed retroactive to your hire date, please contact Benefits at 617-496-4001.

If you wish to change your address as of today or a future date, you may do so through PeopleSoft Self Service. If your new address affects your medical plan eligibility, enrollment materials will be mailed to your new address advising you how to make the necessary changes to your medical coverage. The coverage start date will be the effective date of your address change.

8. What do I need to enroll my domestic partner?

When enrolling your domestic partner in Harvard's coverage, you and your partner must be registered with the municipality and provide your certificate of registration. Please note, the effective date of the certificate must be prior to the effective date of coverage.

If you and your domestic partner register after your date of hire, you will have **30 days** from the date of registration to add your domestic partner to Harvard's coverage.

9. What is the difference between a Health Flexible Spending Account (FSA) and a Dependent Care FSA?

A Health FSA provides a way for you to pay eligible out-of-pocket medical, dental and/or vision care expenses for you and your eligible dependents with money deducted from your pay before taxes, thus saving you on taxes. Examples of eligible expenses for a Health FSA are:

- Copayments for office visits and prescriptions
- Coinsurance and deductibles
- Dental expenses beyond dental plan annual maximums
- Eyeglasses, lenses, contact lenses

A Dependent Care FSA provides a way for you to pay, with pretax dollars, eligible expenses associated with the care of a dependent child under age 13 or a disabled dependent of any age claimed on your tax return so that you (and your spouse) can work or look for work. Examples of eligible expenses for a Dependent Care FSA are costs for:

- Dependent care providers
- Daycare facility, including senior center
- After-school care
- Day summer camp (some specialty camps are not eligible)

For more detailed information about eligible and ineligible expenses, please go to the Flexible Spending Accounts page on HARVie: harvie.harvard.edu > Compensation & Benefits > Health Benefits > Flexible Spending Accounts.

10. How does the vision care coverage provided by Davis Vision differ from the vision benefits provided by HUGHP and HPHC under Harvard's medical plans?

In general, vision benefits under Harvard's medical plans cover an annual eye exam and offer discounts on eyewear with certain providers. Davis Vision offers more comprehensive coverage, including contact lens exams, contact lenses and eyewear. Please see page 8 or go to HARVie for additional information: harvie.harvard.edu > Compensation & Benefits > Health Benefits > Vision Care. Contact Davis Vision directly for specific questions; see page 24 for contact information.

Changing Your Benefits During the Year

IRS regulations limit when you can make changes to your benefits during the year. After you have made your elections during your first 30 days of eligibility, you cannot change your medical, dental, vision care or FSA elections outside annual Open Enrollment (held each fall) unless you have an event that permits you to make benefits changes under IRS rules. If you have an eligible change, contact Benefits at 617-496-4001 as soon as possible because you have **30 days from the event** to make any changes. A benefits representative can explain the benefit changes you may be allowed to make.

Examples of events that may allow you to make benefit changes:

- Marriage
- Registering a Domestic Partner
- Divorce
- Birth
- Adoption
- Death
- Change in Number of Dependents
- Change in Employment Status — beginning or end of employment for you or your spouse/domestic partner; beginning of or return from an unpaid leave of absence; going from benefits-eligible to benefits-ineligible (or vice versa); beginning or ending Family Medical Leave
- Dependent Losing Eligibility — dependent child reaches the maximum age of 26
- Dependent Gaining Eligibility
- Change in Health Coverage — significant change in health care coverage for you or your spouse/domestic partner
- Retirement
- Relocation

A PUBLICATION OF



HARVARD HUMAN RESOURCES
Benefits

NEW HIRE 2014

