

Lock Haven University  
of Pennsylvania

# Human Resource Plan



2005-2007

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## ***Vision***

*Strategic Partner in achieving workforce excellence that leads  
Lock Haven University of PA through the 21<sup>st</sup> century*

## ***Mission***

- *Guide Lock Haven University of Pa in its human resource decisions*
- *Identify and promote best HR practices*
- *Serve as the focal point for aligning organizational and employee needs*
- *Collaborate and share resources across the University; with other PASSHE schools;  
and with external agencies*

## *Action Plan Summary*

<b>Goal</b>	<b>Title</b>
<b>ONE</b>	<b><i>Investments In Human Capital:</i></b> Actively promote investment in LHUP’s most important resource – its workforce – to enable the University to recruit and retain a talented and diverse workforce.
<b>TWO</b>	<b><i>Workforce Planning:</i></b> Conduct workforce planning to ensure competencies and skills are in place to meet organizational goals and future workforce needs.
<b>THREE</b>	<b><i>Effective Hiring:</i></b> Develop and implement hiring strategies, techniques, and tools to ensure LHUP has the right people in the right positions at the right time. Assess employment and separation procedures.
<b>FOUR</b>	<b><i>Learning And Development:</i></b> Enhance continuous learning of the Lock Haven University of PA workforce.
<b>FIVE</b>	<b><i>SAP:</i></b> Continue to implement all phases of the Human Resources SAP module
<b>SIX</b>	<b><i>Strategic Alliances:</i></b> Form strategic alliances with internal stakeholders to effectively assess, enhance, and manage the LHUP complement.

# ***ACTION PLAN***

## **GOAL 1: INVESTMENTS IN HUMAN CAPITAL**

Actively promote investment in Lock Haven University of PA's important resource -- its workforce -- to enable the University to recruit and retain a talented and diverse workforce.

**Strategy 1:      *Recruit and retain a talented and diverse workforce.***

- Work with the Office of Social Equity to develop the staff search manual for prospective managers and supervisors, and other individuals involved in recruiting, hiring, and retention of a diverse workforce.
- Monitor the hiring process of underrepresented groups, women, and persons with disabilities, and the use of special hiring authorities to increase their representation in the University.

**Strategy 2:      *Enhance communication among LHUP employees to improve the work environment.***

- Provide accessible, timely, and accurate information on human resource programs, services, and benefit entitlements to employees and other stakeholders. (see attached)
- Share HR best practices and lessons learned throughout the University.
- Enhance the Department Website to serve as a focal point for all HR policies, information, and news updates.

**Strategy 3:      *Provide strategic leadership in labor relations that enhances relationships and balances traditional and nontraditional approaches to meet the needs of stakeholders.***

- Continue to promote collaborative labor relations and employee involvement.
- Foster collaboration and professional effectiveness through regular meetings/communications with representatives from AFSCME, APSCUF, SCUPA, SPFPA, and management.

**Strategy 4:**

***Promote and enhance Human Resource programs that increase LHUP's ability to attract and retain a talented and diverse workforce.***

- Leverage use of Internet and Intranet capabilities to provide a one-stop location for LHUP Human Resource information, with links to related internal and external resources.
- Develop an LHUP recruiting orientation pamphlet to showcase programs.
- Identify and evaluate new and/or innovative programs.

**Strategy 5:**

***Measure Departmental employee feedback to understand and respond to workforce needs.***

- Establish formal and informal mechanisms for employee feedback regarding policies, practices, and areas for improvement.
- Identify University-wide challenge areas that offer intervention opportunities.
- Share best practices, lessons learned, and opportunities for improvement throughout the University.

## GOAL 2: WORKFORCE PLANNING

Conduct workforce planning to ensure competencies and skills are in place to meet organizational goals and future workforce needs.

**Strategy 1:**      ***Develop the Department's workforce planning process.***

- Identify critical success factors and lessons learned.
- Identify recommendations for improving process based on internal evaluations.

**Strategy 2:**      ***Integrate modal workforce planning efforts to determine common Departmental workforce issues.***

- Develop reports on workforce planning efforts.
- Annually select a percentage (10%) of positions for classification audits.

**Strategy 3:**      ***Ensure the application of the Classification System is uniform and fair in order to recognize the efforts and talents of individual staff members in an equitable manner.***

- Assess LHUP employee classification in accordance with Office of Administration job specifications.
- Develop individual position descriptions for each employee.
- Audit position descriptions upon request.
- Provide guidance to management in the development, analysis, and evaluation of positions.

**Strategy 4:**      ***Ensure the LHUP Human Resources workforce has the competencies and skills necessary to meet future organizational needs.***

- Assess LHUP HR workforce needs gaps.
- Provide adequate resources to HR staff for training, career development, continuing education, and professional certification.
- Explore opportunities for joint training and cross-servicing.

### GOAL 3: EFFECTIVE HIRING

Develop and implement hiring strategies, techniques, and tools to ensure LHUP has the right people in the right positions at the right time. Assess employment and separation procedures.

**Strategy 1:**      ***Develop recruitment strategies.***

- Work with the Office of Social Equity to develop staff search guidelines for use by all search committees to include strategies for identifying barriers to, and targeting opportunities for, increased employment of underrepresented groups.
- Provide search committee training with the Office of Social Equity.

**Strategy 2:**      ***Advocate streamlining of the hiring process at LHUP.***

- Identify areas of opportunity for changes LHUP administrative hiring process bring them to the attention of LHUP administration.

**Strategy 3:**      ***Manage complement through collaborative planning with LHUP administration.***

- Participate in planning efforts for student enrollment/recruitment efforts as related to staffing needs.
- Monitor hiring process to ensure hires are in-line with complement plan.
- Maintain 2004-05 staffing levels for 2005-06 fiscal year. (see attachment II)
- Identify and target areas of opportunity for staff reallocation.

**Strategy 4:**      ***Assess employment and separation process and procedures.***

- Assess employment procedures for weaknesses and develop corrective action plan.
- Assess employee separation process for weaknesses and develop corrective action plan.

## GOAL 4: LEARNING AND DEVELOPMENT

Enhance continuous learning of the LHUP workforce.

**Strategy 1:**      ***Assess and identify organizational/occupational competencies.***

- Identify best practices and lessons learned from internal and external constituents that have identified organizational/occupational competencies.
- Establish a clearinghouse of organizational/occupational competency assessment methods and models.
- Implement organizational/occupational competency assessments. Examples of such assessments include an "Inventory Skills Test" and "Adaptive Physical Skills Test" administered to prospective employees.

**Strategy 2:**      ***Bridge competency gaps through effective use of learning solutions.***

- Identify best practices and lessons learned from internal and external partners that have implemented and applied learning solutions to bridge competency gaps.
- Establish a clearinghouse of methods and strategies used to apply learning solutions to bridge competency gaps.
- Implement appropriate learning solutions to bridge competency gaps.
- Implement specialized training for supervisors.
- Collaborate with West Branch Technology Center and other agencies to provide professional and personal development opportunities for all LHUP staff.
- Provide on-going training on HR/SAP for timekeepers and other interested parties.

**Strategy 5:**      ***Evaluate impact of learning on individual performance.***

- Evaluate learning activities using appropriate evaluation methods.

## GOAL 5: SAP

Continue to implement all phases of HR SAP

### **Strategy 1:**

#### ***Gain consensus with stakeholders***

- Develop, in consultation with SyTec personnel, enhancements for current system
- Solicit input from stakeholders to develop enhancement concepts and obtain commitment

### **Strategy 2:**

#### ***Develop an Employee Self Service (ESS) deployment strategy***

- Consider and select deployment strategy.  
  
Options include:
  - Implement pilot of ESS for one or more departments
  - Implement ESS simultaneously across all university departments
- Implement training process as appropriate.

## GOAL 6: STRATEGIC ALLIANCES

Form strategic alliances with internal stakeholders to effectively assess, enhance, and manage the LHUP complement.

### **Strategy 1:**

#### ***Collaborate effectively with internal stakeholders***

- Identify stakeholder groups
- Identify regularly scheduled meetings or other mechanisms to engage stakeholders

# ATTACHMENT 1

## UNIVERSITY VICE PRESIDENT BENEFIT SUMMARY

This brochure highlights the Pennsylvania State System of Higher Education Health Program, Management Benefits Program, Annuitant Health Care Program, and leave entitlements for System Vice Presidents. The benefits described are available to most employees; however, certain eligibility requirements must be met.

Information is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning these benefits, contact your human resource office. Benefits, benefit levels, and eligibility rules are subject to change.

### Basic Health Care and Management Benefits

#### Coverage

*If residing in a Health Maintenance Organization (HMO) service area, may choose between Basic, Preferred Provider Organization (PPO), or HMO Plan coverage; entitled to Management Benefits coverage regardless of selection of basic health care plan.*

#### Basic Plan

Pennsylvania Blue Shield facility and provider charges are paid at 100% of the usual, customary and reasonable charges. Participating providers must accept payment as payment in full. Non-participating providers may balance bill.

#### *ClassicBlue Inpatient Facility Services*

- 365 days
- Semi-private room
- 60 days/12-month period for mental and nervous disorders
- Substance abuse rehabilitation (30 days/year)

#### *ClassicBlue Outpatient Facility Services*

- Emergency accident and medical
- Surgery
- Diagnostic studies
- Home care (60 visits/90 day period)
- Mental illness
- Substance abuse rehabilitation (30 visits/year)

#### *ClassicBlue Medical/Surgical Services*

- Surgery
- Diagnostic testing
- Treatment of mental illness (up to \$25/visit)
- Limited preventive services and immunizations

*ClassicBlueMajor Medical*

- \$500 individual/\$1,500 family deductible annually
- 80% employer coinsurance on first \$2,000, 100% thereafter up to \$1,075,000 lifetime maximum for general medical and mental expenses
- \$50 outpatient mental visit allowance payable at 50% (\$25)

**Preferred Provider Organization (PPO) Plan**

Most covered services paid in full if care provided by in-network physician with no annual deductible or co-insurance; care not provided by in-network physician is paid at 80% after a \$250 individual/\$500 family annual deductible.

*Inpatient Facility Services*

- 365 days
- 30 days per calendar year for mental and nervous disorders
- 30 days per calendar year for substance abuse rehabilitation

*Outpatient Facility Services*

- Emergency accident and medical (\$50 copayment unless admitted)
- Home health care (60 visits/year)
- Mental health or substance abuse rehabilitation (\$15 copayment - 60 visits per calendar year)

*Medical/Surgical Services*

- Diagnostic studies
- Surgery
- Treatment of mental illness (\$15 copayment)
- Office visits (\$15 copayment)

*Preventive Services and Immunizations*

- Well-baby care, including testing and childhood immunizations
- Adult routine physical examination, including testing
- Specific vaccinations

**Health Maintenance Organization (HMO) Plan**

Most covered services paid in full if care is coordinated by primary care physician; care not coordinated by primary care physician is not covered.

- Inpatient facility services
- Outpatient facility services
- Medical/surgical services
- Preventive services and immunizations
- Office visits
- Copayments for certain services may vary
- Benefits may vary by HMO

**Prescription Drug Plan**

- \$100 individual/\$300 family deductible annually
- Retail dispensing up to a 30-day supply
- \$5 for generic drugs

- \$10 for brand name formulary
- \$20 for brand name non-formulary
- Mail service pharmacy dispensing up to a 90-day supply at twice the retail copayment (\$10, \$20, or \$40)
- If brand drug that has a generic equivalent is dispensed, employee responsible for brand drug copayment plus difference in cost between generic and brand drug unless physician requests brand drug be dispensed ("No Substitution")

#### **Management Benefits Program**

##### *Dental Plan (Certain maximums apply)*

- 100% of the UCR allowance for
  - Diagnostic services
  - Preventive services
  - Basic restorative services
  - Periodontal services
  - Oral surgery services
- 70% of the UCR allowance for
  - Major restorations
  - Prosthetics
- 60% of the UCR allowance for
  - Orthodontics

##### *Vision Plan*

- NVA Participating Providers
  - Routine exam, standard lenses, and progressive lenses paid in full
  - Frames - \$50 allowance towards wholesale price
  - Contact lenses and low vision aids based on a schedule of allowances
- NVA Non-Participating Providers
  - Routine exam - \$40 for optometrists and \$45 for ophthalmologists
  - Frames, standard lenses, contact lenses and low vision aids based on a schedule of allowances towards retail price
  - No additional allowance for progressive lenses

##### *Hearing Aid Plan*

- 100% of the UCR allowance for services up to \$350/36-month period

#### **Eligibility/Contribution for Active Employees**

##### **Basic Plan/PPO Plan**

- Until 12/31/04
  - State System pays 100% for permanent full-time employees and dependents
  - State System pays 50% for permanent part-time employees and dependents, if employee works at least 50% time
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis

- Permanent part-time employees who work at least 50% time, contribute 50% of premium in addition to the 10% contribution rate for medical and prescription plan on a pre-tax basis
- Contributions will be based on selected plan and contract size (single, two-party or family)
- 7/1/05 and after
  - Full-time and part-time employees in the Basic Plan (Indemnity) contribute as outlined above plus any increase in annual premiums over 12%

#### **HMO Plan**

- Until 12/31/04
  - State System contributes the same amount for permanent full-time employees and dependents as it pays for Basic Plan coverage by contract size and geographic location
  - Difference paid by employee on a pre-tax basis
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected HMO and contract size (single or multi-party)

#### **Management Benefits Program**

- State System pays 100% for full-time employees and dependents and for permanent part-time employees and dependents, if the employee works at least 50% time

#### **Annuitant Health Care Program**

- For annuitants retired 7/1/04 to 7/1/05
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - No annuitant contribution
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare Part A and B and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - No annuitant contribution
- For annuitants retired 7/1/05 and later
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - Annuitant pays same dollar amount as he/she paid as an active employee until he/she reaches age 65 - if annuitant, subsequent to retirement, changes plans or adds or deletes dependents, the dollar amount of contribution will change to conform to the dollar amount of contribution for the most comparable plan and size of contract that was in effect on the date the annuitant retired

- Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
  - Annuitant pays same flat percentage amount of Signature-65 or Medicare HMO premiums paid by active employees who are enrolled in the PPO Plan (currently 10%)
- Annuitant benefits continue to include coverage for dependents
- State System pays \$5 toward cost of coverage for annuitants not qualifying under eligibility requirements listed below

### ***Eligibility***

- For employees hired prior to July 1, 1997, when covered employees retire
  - at age 60 with at least 10 years of credited service (may include purchased service)
  - at any age with at least 25 years of credited service (may include purchased service)
  - on approved disability with at least 5 years of credited service (may include purchased service)
- For employees hired July 1, 1997 to June 30, 2004, when covered employees retire
  - at age 60 with at least 15 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only
- For employees hired on or after July 1, 2004, when covered employees retire
  - at age 60 with at least 20 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

#### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, most over-the-counter medications and supplies, etc.

### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

#### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees to pay health care contributions on pre-tax basis, resulting in higher take-home pay

#### ***Eligibility/Contribution***

- All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$50,000
- \$20,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

#### ***Eligibility/Contribution***

- State System pays 100% for permanent employees
- Dependents ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000

- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

**Voluntary Long-Term Disability Insurance**

***Coverage***

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

**Annual, Sick, and Personal Leaves**

***Annual Leave***

- Paid leave earned based on percentage of regular hours paid biweekly and years of service as follows:

Up to one year of service	10.4 days/yr. (4% of hrs. paid)
Over 1 year to 15 years of service	15.6 days/yr. (6% of hrs. paid)
Over 15 years to 25 years of service paid)	20.8 days/yr. (8% of hrs.
Over 25 years of service	26.0 days/yr. (10% of hrs. paid)

- Unused leave may be carried from one year to the next
- 45 day maximum accumulation
- Leave in excess of 45 days not used within the first seven pay periods of the new leave calendar year will be converted to sick leave
- Payment for unused leave at termination/retirement

**Sick Leave (Includes Bereavement and Sick Family Leave)**

- Paid leave earned at 6% of regular hours paid biweekly which equates to 15.6 days/yr.
- Unused leave may be carried from one year to the next
- Unlimited accumulation
- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family
- Payment in accordance with the following schedule for accumulated leave at retirement or death while in active service if certain eligibility is met

<u>Days Accumulated</u>	<u>% Payout</u>	<u>Maximum Days Paid</u>
1 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
Over 300	50% up to 300 days 100% thereafter	165

- 100% of unused leave paid to survivor for work-related death

**Personal Leave**

- 6 days earned per year
- No carry-over from previous year
- Payment for unused accrued leave at termination/retirement

**Leave Donation Program**

- Permanent employees may donate maximum of 5 days annual and/or personal leave to management employees or union employees whose union has agreed to participate in the plan to be used for catastrophic illness/injury of employee or family member
- Can donate within university or Office of the Chancellor
- Donations may not result in annual leave balances of less than 5 days
- Employees receiving donated leave must use 20 days for the catastrophic illness/injury each year before utilizing donated leave and must use all accrued leave
- Employees may use up to 12 weeks donated leave per year, but not more than 2 consecutive calendar years

**Holidays**

- 10 paid holidays per year
- Observation of holidays may vary by university

**Retirement**

- Choice of:
  - State Employees' Retirement System (SERS)

- 6.25% employee contribution to SERS
- Public School Employees' Retirement System (PSERS)
  - 7.5% employee contribution to PSERS
- Alternative Retirement Plan (ARP)
  - 5.0% employee contribution to ARP
  - Participating ARP companies
    - AIG VALIC
    - ING
    - Met-Life
    - TIAA-CREF
  - Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

### Other Benefits

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation (certain classes exempted by law)
- Workers' Compensation

Revised 7/23/04

# FACULTY

## BENEFIT SUMMARY

This brochure highlights the Pennsylvania State System of Higher Education Health Program, Health and Welfare Fund, Annuitant Health Care Program, and leave entitlements for State System faculty members covered by the Association of Pennsylvania State College and University Faculties (APSCUF) collective bargaining agreement. The benefits described are available to most faculty; however, certain eligibility requirements must be met.

This brochure is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning these benefits, contact your human resource office. Questions on health and welfare fund benefits should be addressed to the Faculty Health and Welfare Fund. Benefits, benefit levels, and eligibility rules are subject to change.

### Basic Health Care and Health and Welfare Fund Benefits

#### **Coverage**

*If faculty members reside in a Health Maintenance Organization (HMO) service area, may choose between Basic, Preferred Provider Organization (PPO), or HMO Plan coverage; entitled to Health and Welfare Benefits regardless of selection of basic health care plan.*

#### **Basic Plan**

Pennsylvania Blue Shield facility and provider charges are paid at 100% of the usual, customary and reasonable charges. Participating providers must accept payment as payment in full. Non-participating providers may balance bill.

#### *ClassicBlue Inpatient Facility Services*

- 365 days
- Semi-private room
- 60 days/12-month period for mental and nervous disorders
- Substance abuse rehabilitation (30 days/year)

#### *ClassicBlue Outpatient Facility Services*

- Emergency accident and medical
- Surgery
- Diagnostic studies
- Home care (60 visits/90 day period)
- Mental illness
- Substance abuse rehabilitation (30 visits/year)

#### *ClassicBlue Medical/Surgical Services*

- Surgery
- Diagnostic testing
- Treatment of mental illness (up to \$25/visit)
- Limited preventive services and immunizations

*ClassicBlueMajor Medical*

- \$500 individual/\$1,500 family deductible annually
- 80% employer coinsurance on first \$2,000, 100% thereafter up to \$1,075,000 lifetime maximum for general medical and mental expenses
- \$50 outpatient mental visit allowance payable at 50% (\$25)

**Preferred Provider Organization (PPO) Plan**

Most covered services paid in full if care provided by in-network physician with no annual deductible or co-insurance; care not provided by in-network physician is paid at 80% after a \$250 individual/\$500 family annual deductible.

*Inpatient Facility Services*

- 365 days
- 30 days per calendar year for mental and nervous disorders
- 30 days per calendar year for substance abuse rehabilitation

*Outpatient Facility Services*

- Emergency accident and medical (\$50 copayment unless admitted)
- Home health care (60 visits/year)
- Mental health or substance abuse rehabilitation (\$15 copayment - 60 visits per calendar year)

*Medical/Surgical Services*

- Diagnostic studies
- Surgery
- Treatment of mental illness (\$15 copayment)
- Office visits (\$15 copayment)

*Preventive Services and Immunizations*

- Well-baby care, including testing and childhood immunizations
- Adult routine physical examination, including testing
- Specific vaccinations

**Health Maintenance Organization (HMO) Plan**

Most covered services paid in full if care is coordinated by primary care physician; care not coordinated by primary care physician is not covered.

- Inpatient facility services
- Outpatient facility services
- Medical/surgical services
- Preventive services and immunizations
- Office visits
- Copayments for certain services may vary
- Benefits may vary by HMO

### **Prescription Drug Plan**

- \$100 individual/\$300 family deductible annually
- Retail dispensing up to a 30-day supply
  - \$5 for generic drugs
  - \$10 for brand name formulary
  - \$20 for brand name non-formulary
- Mail service pharmacy dispensing up to a 90-day supply at twice the retail copayment (\$10, \$20, or \$40)
- If brand drug that has a generic equivalent is dispensed, employee responsible for brand drug copayment plus difference in cost between generic and brand drug unless physician requests brand drug be dispensed ("No Substitution")

### **Health and Welfare Fund Benefits Program**

- Dental Plan
- Vision Plan
- Hearing Aid Plan
- Wellness Examination Plan
- Mammography Examination Plan
- Educational Leave Health Benefits Continuation Plan

### ***Eligibility/Contribution for Active Employees***

#### **Basic Plan/PPO Plan**

- Until 12/31/04
  - State System pays 100% for permanent full-time faculty members and temporary full-time faculty members who are employed for one academic year and their dependents
  - State System pays 50% for permanent part-time faculty members and temporary part-time faculty members who are employed for one academic year, if faculty member works at least 50% time
  - Others ineligible
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Permanent part-time employees who work at least 50% time, contribute 50% of premium in addition to the 10% contribution rate for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected plan and contract size (single, two-party or family)
- 7/1/05 and after
  - Full-time and part-time employees in the Basic Plan (Indemnity) contribute as outlined above plus any increase in annual premiums over 12%

### **HMO Plan**

- Until 12/31/04
  - State System contributes the same amount for permanent full-time faculty members and temporary full-time faculty members employed for one academic year and their dependents as it pays for Basic Plan coverage by contract size and geographic location
  - Difference paid bi-weekly by faculty member on a pre-tax basis
  - Others ineligible
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected HMO and contract size (single or multi-party)

### **Health and Welfare Fund Benefits Program**

- 100% paid for full-time faculty members and their dependents
- Faculty members working at least 25% time should contact the Health and Welfare Fund for eligibility and benefits coverage

### **Annuitant Health Care Program**

- For annuitants retired 7/1/04 to 7/1/05
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - No annuitant contribution
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare Part A and B and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - No annuitant contribution
- For annuitants retired 7/1/05 and later
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - Annuitant pays same dollar amount as he/she paid as an active employee until he/she reaches age 65 - if annuitant, subsequent to retirement, changes plans or adds or deletes dependents, the dollar amount of contribution will change to conform to the dollar amount of contribution for the most comparable plan and size of contract that was in effect on the date the annuitant retired
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare Part A and B and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - Annuitant pays same flat percentage amount of Signature-65 or Medicare HMO premiums paid by active employees who are enrolled in the PPO Plan (currently 10%)
- Annuitant benefits continue to include coverage for dependents
- State System pays \$5 toward cost of coverage for annuitants not qualifying under eligibility requirements listed below

## ***Eligibility***

- For employees hired prior to July 1, 1997, when covered employees retire
  - at age 60 with at least 10 years of credited service (may include purchased service)
  - at any age with at least 25 years of credited service (may include purchased service)
  - on approved disability with at least 5 years of credited service (may include purchased service)
- For employees hired July 1, 1997 to June 30, 2004, when covered employees retire
  - at age 60 with at least 15 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only
- For employees hired on or after July 1, 2004, when covered employees retire
  - at age 60 with at least 20 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only

## **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, most over-the-counter medications and supplies, etc.

### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

### ***Eligibility/Contribution***

- Permanent full-time faculty members and temporary full-time faculty members who are employed for one academic year and their dependents
- Permanent part-time faculty members and dependents, if faculty member works at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees to pay health care contributions on pre-tax basis, resulting in higher take-home pay

### ***Eligibility/Contribution***

- All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$50,000
- \$20,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

### ***Eligibility/Contribution***

- State System pays 100% for permanent faculty members
- Dependents ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

### ***Eligibility/Contribution***

- Permanent full-time faculty members and temporary full-time faculty members who are employed for one academic year and their dependents
- Permanent part-time faculty members and dependents, if faculty member works at least 50% time
- 100% employee-paid

## **Voluntary Long-Term Disability Insurance**

### ***Coverage***

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

### ***Eligibility/Contribution***

- Permanent full-time faculty members and temporary full-time faculty members who are employed for one academic year
- Permanent part-time faculty members working at least 50% time
- 100% employee-paid

## **Annual, Sick, and Personal Leaves**

### ***Annual Leave***

- 12-month administrative faculty members earn leave based on service as follows:

Less than 12 months of service	10 days/yr.
12 months to 180 months of service	15 days/yr.
181 months to 299 months of service	20 days/yr.
300 months of service or more	25 days/yr.

- Unused leave may be carried from one year to the next
- 45 days maximum accumulation
- Payment for unused leave at termination/retirement
- 9-month faculty members ineligible for leave

### ***Sick Leave (Includes Bereavement and Sick Family Leave)***

- Permanent faculty members accrue 15 days leave for each academic year of service
- Permanent part-time faculty members accrue leave on a pro-rated basis

- Temporary faculty members appointed full-time for one academic year accrue and may use 15 days leave during the academic year
- Temporary faculty members appointed full-time for one academic semester accrue and may use 7.5 days leave during the semester
- Use limited to 90 days per calendar year
- Unused leave may be carried from one year to the next
- Unlimited accumulation
- Faculty members may be absent for up to 3 days for death of immediate family and no leave will be charged; faculty members may use up to an additional 2 days of sick leave for this purpose
- 5 days of leave may be used for sickness in immediate family
- Faculty members with 315 accumulated sick days must contribute 1 day annually to sick leave bank
- Payment in accordance with the following schedule for accumulated leave at retirement or death if certain eligibility is met:

<u>Days Accumulated</u>	<u>Maximum Days Paid</u>
0 - 74	10
75 - 149	20
150 - 224	30
225 - 299	40
over 300	50

- Maximum 50 days of leave paid to survivor for work-related death

#### **Personal Leave**

- 12-month faculty members earn 5 days per calendar year
- 9-month faculty members earn 2 days per calendar year
- No carry-over from previous year

#### **Holidays**

- 12-month administrative faculty earn 10 paid holidays per year
- Observation of holidays may vary by university

#### **Retirement**

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP
    - Participating ARP companies
      - AIG VALIC
      - ING
      - Met-Life
      - TIAA-CREF

- Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

### **Other Benefits**

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Sabbatical Leave With Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation
- Workers' Compensation

Revised 7/23/04

# MANAGERS

## BENEFIT SUMMARY

This brochure highlights the Pennsylvania State System of Higher Education Health Program, Management Benefits Program, Annuitant Health Care Program, and leave entitlements for System managers. The benefits described are available to most employees; however, certain eligibility requirements must be met.

Information is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning these benefits, contact your human resource office. Benefits, benefit levels, and eligibility rules are subject to change.

### Basic Health Care and Management Benefits

#### Coverage

*If residing in a Health Maintenance Organization (HMO) service area, may choose between Basic, Preferred Provider Organization (PPO), or HMO Plan coverage; entitled to Management Benefits coverage regardless of selection of basic health care plan.*

#### Basic Plan

Pennsylvania Blue Shield facility and provider charges are paid at 100% of the usual, customary and reasonable charges. Participating providers must accept payment as payment in full. Non-participating providers may balance bill.

#### *ClassicBlue Inpatient Facility Services*

- 365 days
- Semi-private room
- 60 days/12-month period for mental and nervous disorders
- Substance abuse rehabilitation (30 days/year)

#### *ClassicBlue Outpatient Facility Services*

- Emergency accident and medical
- Surgery
- Diagnostic studies
- Home care (60 visits/90 day period)
- Mental illness
- Substance abuse rehabilitation (30 visits/year)

#### *ClassicBlue Medical/Surgical Services*

- Surgery
- Diagnostic testing
- Treatment of mental illness (up to \$25/visit)
- Limited preventive services and immunizations

#### *ClassicBlueMajor Medical*

- \$500 individual/\$1,500 family deductible annually
- 80% employer coinsurance on first \$2,000, 100% thereafter up to \$1,075,000 lifetime maximum for general medical and mental expenses
- \$50 outpatient mental visit allowance payable at 50% (\$25)

### **Preferred Provider Organization (PPO) Plan**

Most covered services paid in full if care provided by in-network physician with no annual deductible or co-insurance; care not provided by in-network physician is paid at 80% after a \$250 individual/\$500 family annual deductible.

#### *Inpatient Facility Services*

- 365 days
- 30 days per calendar year for mental and nervous disorders
- 30 days per calendar year for substance abuse rehabilitation

#### *Outpatient Facility Services*

- Emergency accident and medical (\$50 copayment unless admitted)
- Home health care (60 visits/year)
- Mental health or substance abuse rehabilitation (\$15 copayment - 60 visits per calendar year)

#### *Medical/Surgical Services*

- Diagnostic studies
- Surgery
- Treatment of mental illness (\$15 copayment)
- Office visits (\$15 copayment)

#### *Preventive Services and Immunizations*

- Well-baby care, including testing and childhood immunizations
- Adult routine physical examination, including testing
- Specific vaccinations

### **Health Maintenance Organization (HMO) Plan**

Most covered services paid in full if care is coordinated by primary care physician; care not coordinated by primary care physician is not covered.

- Inpatient facility services
- Outpatient facility services
- Medical/surgical services
- Preventive services and immunizations
- Office visits
- Copayments for certain services may vary
- Benefits may vary by HMO

### **Prescription Drug Plan**

- \$100 individual/\$300 family deductible annually
- Retail dispensing up to a 30-day supply
  - \$5 for generic drugs
  - \$10 for brand name formulary
  - \$20 for brand name non-formulary
- Mail service pharmacy dispensing up to a 90-day supply at twice the retail copayment (\$10, \$20, or \$40)
- If brand drug that has a generic equivalent is dispensed, employee responsible for brand drug copayment plus difference in cost between generic

and brand drug unless physician requests brand drug be dispensed ("No Substitution")

### **Management Benefits Program**

*Dental Plan* (Certain maximums apply)

- 100% of the UCR allowance for
  - Diagnostic services
  - Preventive services
  - Basic restorative services
  - Periodontal services
  - Oral surgery services
- 70% of the UCR allowance for
  - Major restorations
  - Prosthetics
- 60% of the UCR allowance for
  - Orthodontics

*Vision Plan*

- NVA Participating Providers
  - Routine exam, standard lenses, and progressive lenses paid in full
  - Frames - \$50 allowance towards wholesale price
  - Contact lenses and low vision aids based on a schedule of allowances
- NVA Non-Participating Providers
  - Routine exam - \$40 for optometrists and \$45 for ophthalmologists
  - Frames, standard lenses, contact lenses and low vision aids based on a schedule of allowances towards retail price
  - No additional allowance for progressive lenses

*Hearing Aid Plan*

- 100% of the UCR allowance for services up to \$350/36-month period

### ***Eligibility/Contribution for Active Employees***

#### **Basic Plan/PPO Plan**

- Until 12/31/04
  - State System pays 100% for permanent full-time employees and dependents
  - State System pays 50% for permanent part-time employees and dependents, if employee works at least 50% time
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Permanent part-time employees who work at least 50% time, contribute 50% of premium in addition to the 10% contribution rate for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected plan and contract size (single, two-party or family)
- 7/1/05 and after
  - Full-time and part-time employees in the Basic Plan (Indemnity) contribute as outlined above plus any increase in annual premiums over 12%

### **HMO Plan**

- Until 12/31/04
  - State System contributes the same amount for permanent full-time employees and dependents as it pays for Basic Plan coverage by contract size and geographic location
  - Difference paid by employee on a pre-tax basis
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected HMO and contract size (single or multi-party)

### **Management Benefits Program**

- State System pays 100% for full-time employees and dependents and for permanent part-time employees and dependents, if the employee works at least 50% time

### **Annuitant Health Care Program**

- For annuitants retired 7/1/04 to 7/1/05
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - No annuitant contribution
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare Part A and B and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - No annuitant contribution
- For annuitants retired 7/1/05 and later
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - Annuitant pays same dollar amount as he/she paid as an active employee until he/she reaches age 65 - if annuitant, subsequent to retirement, changes plans or adds or deletes dependents, the dollar amount of contribution will change to conform to the dollar amount of contribution for the most comparable plan and size of contract that was in effect on the date the annuitant retired
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - Annuitant pays same flat percentage amount of Signature-65 or Medicare HMO premiums paid by active employees who are enrolled in the PPO Plan (currently 10%)
- Annuitant benefits continue to include coverage for dependents
- State System pays \$5 toward cost of coverage for annuitants not qualifying under eligibility requirements listed below

### ***Eligibility***

- For employees hired prior to July 1, 1997, when covered employees retire
  - at age 60 with at least 10 years of credited service (may include purchased service)
  - at any age with at least 25 years of credited service (may include purchased service)
  - on approved disability with at least 5 years of credited service (may include purchased service)
- For employees hired July 1, 1997 to June 30, 2004, when covered employees retire
  - at age 60 with at least 15 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only
- For employees hired on or after July 1, 2004, when covered employees retire
  - at age 60 with at least 20 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

#### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, most over-the-counter medications and supplies, etc.

#### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees to pay health care contributions on pre-tax basis, resulting in higher take-home pay

### ***Eligibility/Contribution***

- All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$50,000
- \$20,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

#### ***Eligibility/Contribution***

- State System pays 100% for permanent employees
- Dependents ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

**Voluntary Long-Term Disability Insurance**

***Coverage***

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

**Annual, Sick, and Personal Leaves**

***Annual Leave***

- Paid leave earned based on percentage of regular hours paid biweekly and years of service as follows:

Up to one year of service	10.4 days/yr. (4% of hrs. paid)
Over 1 year to 15 years of service	15.6 days/yr. (6% of hrs. paid)
Over 15 years to 25 years of service paid)	20.8 days/yr. (8% of hrs. paid)
Over 25 years of service	26.0 days/yr. (10% of hrs. paid)
- Unused leave may be carried from one year to the next
- 45 day maximum accumulation
- Leave in excess of 45 days not used within the first seven pay periods of the new leave calendar year will be converted to sick leave
- Payment for unused leave at termination/retirement

***Sick Leave (Includes Bereavement and Sick Family Leave)***

- Paid leave earned at 6% of regular hours paid biweekly which equates to 15.6 days/yr.
- Unused leave may be carried from one year to the next
- Unlimited accumulation

- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family
- Payment in accordance with the following schedule for accumulated leave at retirement or death while in active service if certain eligibility is met

<u>Days Accumulated</u>	<u>% Payout</u>	<u>Maximum Days Paid</u>
1 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
Over 300	50% up to 300 days 100% thereafter	165

- 100% of unused leave paid to survivor for work-related death

### **Personal Leave**

- 6 days earned per year
- No carry-over from previous year
- Payment for unused accrued leave at termination/retirement

### **Leave Donation Program**

- Permanent employees may donate maximum of 5 days annual and/or personal leave to management employees or union employees whose union has agreed to participate in the plan to be used for catastrophic illness/injury of employee or family member
- Can donate within university or Office of the Chancellor
- Donations may not result in annual leave balances of less than 5 days
- Employees receiving donated leave must use 20 days for the catastrophic illness/injury each year before utilizing donated leave and must use all accrued leave
- Employees may use up to 12 weeks donated leave per year, but not more than 2 consecutive calendar years

### **Holidays**

- 10 paid holidays per year
- Observation of holidays may vary by university

### **Retirement**

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP
    - Participating ARP companies

- AIG VALIC
- ING
- Met-Life
- TIAA-CREF
- Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

### Other Benefits

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation (certain classes exempted by law)
- Workers' Compensation

Revised 7/9/04

**STATE COLLEGE & UNIVERSITY  
PROFESSIONAL ASSOCIATION (SCUPA)  
BENEFIT SUMMARY**

This brochure highlights the State Employee Health Program, Retired Employee Health Program Supplemental Benefits Program, and leave entitlements for State System employees covered by the State College and University Professional Association (SCUPA) collective bargaining agreement. The benefits described are available to most employees; however, certain eligibility requirements must be met.

This brochure is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning health and supplemental benefits, contact the Pennsylvania Employees' Benefit Trust Fund (PEBTF). Benefits, benefit levels, and eligibility rules are subject to change.

**Basic Health Care and Supplemental Benefits**

***Coverage***

**State Employee Health Program**

- Employees may choose from:
  - Preferred Provider Organization (PPO) Option \*
- Access Care II - Employee must reside within an eligible county
- Capital Blue Cross PPO - Employee must reside within an eligible county
- Highmark PPOBlue - Employee must reside within an eligible county
- Personal Choice PPO - Employee must reside within an eligible county
- Health Maintenance Organization (HMO) Option\* - Employee must reside within an eligible county
- Basic Option (Blue Cross Medical/Surgical and Major Medical) EFFECTIVE 7/1/03, AVAILABLE ONLY FOR EMPLOYEES CURRENTLY ENROLLED IN THE PLAN
- Survivor benefits for dependents of employees who die as a result of a work-related injury
- Benefits determined by PEBTF Board of Trustees

\* Check availability of coverage by county

**Supplemental Benefits Program**

- 6 month waiting period
- Prescription Drug Plan
- Vision Plan
- Dental Plan
  - Delta Dental (fee for service)
  - Concordia Plus (dental HMO)
- Hearing Aid Plan

- Survivor benefits for dependents of employees who die as a result of a work-related injury
- Benefits determined by PEBTF Board of Trustees

#### **Retired Employee Health Program**

- Various benefit plans available to annuitants under age 65
- 65-Special coverage to supplement Medicare or Medicare HMOs available to annuitants age 65 and over
- Plans to be determined by PEBTF Board of Trustees

#### ***Eligibility/Contribution***

#### **State Employee Health Program**

- For permanent full-time employees hired before July 1, 2004 who elect coverage:
  - Effective the first full pay period in July 2005 employee contribution for health care - 0.5% of bi-weekly gross salary
  - Effective the first full pay period in January 2007 employee contribution for health care - 1% of bi-weekly gross salary
- For permanent full-time employees hired on or after July 1, 2004 who elect coverage:
  - First 6 Months of Employment
    - Single coverage only in the least costly plan in their county of residence
    - Employee contribution for health care - 1% of bi-weekly gross salary
    - May not elect Basic Option
    - No supplemental benefits
    - May purchase a more expensive plan; must pay cost difference in addition to the employee contribution
    - May purchase health benefits for eligible dependents - in same health plan as employee enrolled
  - Beginning with 7<sup>th</sup> Month of Employment
    - Employee and eligible dependents covered for medical benefits under least expensive plan
    - Employee and eligible dependents receive supplemental benefits
    - Continue to contribute 1% of bi-weekly gross salary
    - May purchase a more expensive plan; must pay cost difference in addition to the employee contribution
- For permanent part-time employees - employees contribute 50% plus an employee contribution at the same percentage rate as permanent full-time employees

#### **Retired Employee Health Program**

- If employee retires July 1, 2004 through June 30, 2005
  - at age 60 with at least 15 years of credited service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service

- 100% paid for annuitant and dependents
- Will receive the medical and prescription plan of benefits in effect for active employees
- If employee retires on or after July 1, 2005
  - at age 60 with at least 15 years of credited service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
    - Will contribute 1% of employee's final annual base salary at the time of retirement
    - Will receive the medical and prescription plan of benefits in effect for active employees
- If employee retires on or after July 1, 2008
  - at age 60 with at least 20 years of Commonwealth/State System service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
    - Will contribute 1% of employee's final annual base salary at the time of retirement
    - Will receive the medical and prescription plan of benefits in effect for active employees
- State System pays \$5 toward cost of coverage for annuitants not qualifying under above criteria

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

#### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, POS, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, etc.

#### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees who are contributing to the cost of health care to pay those contributions on a pre-tax basis, resulting in higher take-home pay

### ***Eligibility/Contribution***

All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$50,000
- Coverage reduced at age 70 to 65%; coverage reduced at age 75 to 50%
- \$20,000 additional work-related accidental death benefit
- Three-month waiting period
- Right to convert upon termination/retirement

### ***Eligibility/Contribution***

- State System pays 100% for permanent employees
- Dependents ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

### ***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

## **Voluntary Long-Term Disability Insurance**

### ***Coverage***

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

## **Annual, Sick, and Personal Leaves**

### ***Annual Leave***

- Paid leave earned based on percentage of regular hours paid biweekly and years of service as follows:

Up to one year of service	10.4 days/yr. (4% of hrs. paid)
Over 1 year to 15 years of service	15.6 days/yr. (6% of hrs. paid)
Over 15 years to 25 years of service paid)	20.8 days/yr. (8% of hrs. paid)
Over 25 years of service	26.0 days/yr. (10% of hrs. paid)

- Unused leave may be carried from one year to the next
- 45 day maximum accumulation
- Payment for unused leave at termination/retirement

### ***Sick Leave (Includes Bereavement and Sick Family Leave)***

- Paid leave earned at 6% of regular hours paid biweekly which equates to 15.6 days/yr.
- Unused leave may be carried from one year to the next
- 300 days accumulation
- Must contribute 2.6 days annually to sick leave bank

- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family
- Payment of 30% accumulated unused sick leave to a maximum of 90 days upon retirement if certain eligibility is met

### **Personal Leave**

- 12-month employees earn 5 days per year
- 9-month employees earn 4 days per year
- No carry-over from previous year

### **Holidays**

- 10 paid holidays per year
- Observation of holidays may vary by university

### **Retirement**

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP
    - Participating ARP companies
      - ING - effective 7/1/03
      - Met-Life - effective 7/1/03
      - TIAA-CREF
      - AIG VALIC - effective 7/1/03
    - Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

### **Other Benefits**

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)

- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation
- Workers' Compensation

Revised 11/04

# COACHES

## BENEFIT SUMMARY

This brochure highlights the Pennsylvania State System of Higher Education Health Program, Management Benefits Program, Annuitant Health Care Program, and leave entitlements for System coaches. The benefits described are available to most employees; however, certain eligibility requirements must be met.

Information is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning these benefits, contact your human resource office. Benefits, benefit levels, and eligibility rules are subject to change.

### Basic Health Care and Management Benefits

#### *Coverage*

*If residing in a Point of Service (POS) or Health Maintenance Organization (HMO) service area, may choose between Basic, POS, or HMO Plan coverage; entitled to Management Benefits coverage regardless of selection of basic health care plan.*

#### **Basic Plan**

Pennsylvania Blue Shield facility and provider charges are paid at 100% of the usual, customary and reasonable charges. Participating providers must accept payment as payment in full. Non-participating providers may balance bill.

#### *ClassicBlue Inpatient Facility Services*

- 365 days
- Semi-private room
- 60 days/12-month period for mental and nervous disorders
- Substance abuse rehabilitation (30 days/year)

#### *ClassicBlue Outpatient Facility Services*

- Emergency accident and medical
- Surgery
- Diagnostic studies
- Home care (60 visits/90 day period)
- Mental illness
- Substance abuse rehabilitation (30 visits/year)

#### *ClassicBlue Medical/Surgical Services*

- Surgery
- Diagnostic testing
- Treatment of mental illness (up to \$25/visit)
- Preventive services and immunizations

#### *ClassicBlueMajor Medical*

- \$250 deductible/person/year
- 80% employer coinsurance on first \$2,000, 100% thereafter up to \$1,075,000 lifetime maximum for general medical and mental expenses
- \$50 outpatient mental visit allowance payable at 50% (\$25)

### **Point of Service (POS) Plan**

Most covered services paid in full if care coordinated by primary care physician; care not coordinated by primary care physician is paid at 80% after a \$100 deductible.

#### *Inpatient Facility Services*

- Unlimited days (including mental and nervous disorders)
- Substance abuse rehabilitation

#### *Outpatient Facility Services*

- Emergency accident and medical (\$35 copayment unless admitted; certain restrictions apply if out of area)
- Home health care (60 visits/year)
- Mental health or substance abuse rehabilitation (\$20 copayment)

#### *Medical/Surgical Services*

- Diagnostic studies
- Surgery
- Treatment of mental illness (\$20 copayment)
- Office visits (\$5 copayment)

#### *Preventive Services and Immunizations*

- Well-baby Care

### **Health Maintenance Organization (HMO) Plan**

Most covered services paid in full if care is coordinated by primary care physician; care not coordinated by primary care physician is not covered.

- Inpatient facility services
- Outpatient facility services
- Medical/surgical services
- Preventive services and immunizations
- Office visits
- Copayments for certain services may vary
- Benefits may vary by HMO

### **Prescription Drug Plan**

- \$100 individual/\$300 family deductible annually
- Retail dispensing up to a 30-day supply
  - \$5 for generic drugs
  - \$10 for brand name formulary
  - \$20 for brand name non-formulary
- Mail service pharmacy dispensing up to a 90-day supply at twice the retail copayment (\$10, \$20, or \$40)
- If brand drug that has a generic equivalent is dispensed, employee responsible for brand drug copayment plus difference in cost between generic and brand drug unless physician requests brand drug be dispensed ("No Substitution")

## **Management Benefits Program**

### *Dental Plan (Certain maximums apply)*

- 100% of the UCR allowance for
  - Diagnostic services
  - Preventive services
  - Basic restorative services
  - Periodontal services
  - Oral surgery services
- 70% of the UCR allowance for
  - Major restorations
  - Prosthetics
- 60% of the UCR allowance for
  - Orthodontics

### *Vision Plan*

- NVA Participating Providers
  - Routine exam, standard lenses, and progressive lenses paid in full
  - Frames - \$50 allowance towards wholesale price
  - Contact lenses and low vision aids based on a schedule of allowances
- NVA Non-Participating Providers
  - Routine exam - \$40 for optometrists and \$45 for ophthalmologists
  - Frames, standard lenses, contact lenses and low vision aids based on a schedule of allowances towards retail price
  - No additional allowance for progressive lenses

### *Hearing Aid Plan*

- 100% of the UCR allowance for services up to \$350/36-month period

## **Annuitant Health Care Program**

- For annuitants under age 65, ClassicBlue/Major Medical coverage same as active employees or HMO coverage same as active employees with prescription drug rider
- For annuitants age 65 and over, Signature-65 coverage to supplement Medicare or Medicare HMO coverage

## ***Eligibility/Contribution***

### **Basic Plan/POS Plan**

- State System pays 100% for permanent full-time employees and dependents
- State System pays 50% for permanent part-time employees and dependents, if employee works at least 50% time

### **HMO Plan**

- State System contributes the same amount for permanent full-time employees and dependents as it pays for Basic Plan coverage by contract size and geographic location
- Difference paid bi-weekly by employee

### **Management Benefits Program**

- State System pays 100% for full-time employees and dependents and for permanent part-time employees and dependents, if the employee works at least 50% time

### **Annuitant Health Care Program**

- For employees hired prior to July 1, 1997, State System pays 100% for annuitants and dependents when covered employees retire
  - at age 60 with at least 10 years of credited service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
- For employees hired July 1, 1997, and after, State System pays 100% for annuitants and dependents when covered employees retire
  - at age 60 with at least 15 years of Commonwealth/State System service
  - at any age with at least 25 years of Commonwealth/State System service
  - on approved disability with at least 5 years of Commonwealth/State System service
- State System pays \$5 toward cost of coverage for annuitants not qualifying for fully-paid coverage

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, POS, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, etc.

### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees who are contributing to the cost of health care (i.e., part-time employees or those enrolled in HMOs and paying an employee share) to pay those contributions on pre-tax basis, resulting in higher take-home pay

#### ***Eligibility/Contribution***

- All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$50,000
- \$20,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

#### ***Eligibility/Contribution***

- State System pays 100% for permanent employees
- Dependents ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

#### ***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

## Voluntary Long-Term Disability Insurance

### *Coverage*

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

### *Eligibility/Contribution*

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### Sick and Personal Leaves

#### **Sick Leave (Includes Bereavement and Sick Family Leave)**

- 15 days for each 47-week service period for full-time coaches
- Entitlement for part time coaches on a pro-rata basis
- Credited at beginning of service period
- Each full day absence charged at 7.5 hrs. and for no more than 5 days per week
- Unused leave may be carried from one year to the next
- Maximum accumulation 300 days
- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family
- Payment in accordance with the following schedule for accumulated leave at retirement or death while in active service if certain eligibility is met

<u>Days Accumulated</u>	<u>Days Paid</u>
10 - 74	10
75 - 149	20
150 - 224	30
225 - 300	40

- 50 days of unused leave paid to survivor for work-related death

#### **Personal Leave**

- 2 days per service period for full-time coaches
- No carry-over from previous year
- Payment for unused accrued leave at termination/retirement

## Holidays

- 10 paid holidays per year
- Observation of holidays may vary by university

## Retirement

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP
    - Participating ARP companies
      - ING - effective 7/1/03
      - Met-Life - effective 7/1/03
      - TIAA-CREF
      - AIG VALIC - effective 7/1/03
    - Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

## Other Benefits

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver-Full-time only
- Unemployment Compensation
- Workers' Compensation

Revised 7/23/04

# SECURITY, POLICE & FIRE PROFESSIONALS OF AMERICA (SPFPA) BENEFIT SUMMARY

This brochure highlights the Pennsylvania State System of Higher Education Health Program, Management Benefits Program, Annuitant Health Care Program, and leave entitlements for Security, Police and Fire Professionals of America (SPFPA). The benefits described are available to most employees; however, certain eligibility requirements must be met.

Information is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning these benefits, contact your human resource office. Benefits, benefit levels, and eligibility rules are subject to change.

## Basic Health Care and Management Benefits

### Coverage

*If residing in a Health Maintenance Organization (HMO) service area, may choose between Basic, Preferred Provider Organization (PPO), or HMO Plan coverage; entitled to Management Benefits coverage regardless of selection of basic health care plan.*

### Basic Plan

Pennsylvania Blue Shield facility and provider charges are paid at 100% of the usual, customary and reasonable charges. Participating providers must accept payment as payment in full. Non-participating providers may balance bill.

#### *ClassicBlue Inpatient Facility Services*

- 365 days
- Semi-private room
- 60 days/12-month period for mental and nervous disorders
- Substance abuse rehabilitation (30 days/year)

#### *ClassicBlue Outpatient Facility Services*

- Emergency accident and medical
- Surgery
- Diagnostic studies
- Home care (60 visits/90 day period)
- Mental illness
- Substance abuse rehabilitation (30 visits/year)

#### *ClassicBlue Medical/Surgical Services*

- Surgery
- Diagnostic testing
- Treatment of mental illness (up to \$25/visit)
- Limited preventive services and immunizations

#### *ClassicBlueMajor Medical*

- \$500 individual/\$1,500 family deductible annually

- 80% employer coinsurance on first \$2,000, 100% thereafter up to \$1,075,000 lifetime maximum for general medical and mental expenses
- \$50 outpatient mental visit allowance payable at 50% (\$25)

### **Preferred Provider Organization (PPO) Plan**

Most covered services paid in full if care provided by in-network physician with no annual deductible or co-insurance; care not provided by in-network physician is paid at 80% after a \$250 individual/\$500 family annual deductible.

#### *Inpatient Facility Services*

- 365 days
- 30 days per calendar year for mental and nervous disorders
- 30 days per calendar year for substance abuse rehabilitation

#### *Outpatient Facility Services*

- Emergency accident and medical (\$50 copayment unless admitted)
- Home health care (60 visits/year)
- Mental health or substance abuse rehabilitation (\$15 copayment - 60 visits per calendar year)

#### *Medical/Surgical Services*

- Diagnostic studies
- Surgery
- Treatment of mental illness (\$15 copayment)
- Office visits (\$15 copayment)

#### *Preventive Services and Immunizations*

- Well-baby care, including testing and childhood immunizations
- Adult routine physical examination, including testing
- Specific vaccinations

### **Health Maintenance Organization (HMO) Plan**

Most covered services paid in full if care is coordinated by primary care physician; care not coordinated by primary care physician is not covered.

- Inpatient facility services
- Outpatient facility services
- Medical/surgical services
- Preventive services and immunizations
- Office visits
- Copayments for certain services may vary
- Benefits may vary by HMO

### **Prescription Drug Plan**

- \$100 individual/\$300 family deductible annually
- Retail dispensing up to a 30-day supply
  - \$5 for generic drugs
  - \$10 for brand name formulary

- \$20 for brand name non-formulary
- Mail service pharmacy dispensing up to a 90-day supply at twice the retail copayment (\$10, \$20, or \$40)
- If brand drug that has a generic equivalent is dispensed, employee responsible for brand drug copayment plus difference in cost between generic and brand drug unless physician requests brand drug be dispensed ("No Substitution")

### **Management Benefits Program**

#### *Dental Plan (Certain maximums apply)*

- 100% of the UCR allowance for
  - Diagnostic services
  - Preventive services
  - Basic restorative services
  - Periodontal services
  - Oral surgery services
- 70% of the UCR allowance for
  - Major restorations
  - Prosthetics
- 60% of the UCR allowance for
  - Orthodontics

#### *Vision Plan*

- NVA Participating Providers
  - Routine exam, standard lenses, and progressive lenses paid in full
  - Frames - \$50 allowance towards wholesale price
  - Contact lenses and low vision aids based on a schedule of allowances
- NVA Non-Participating Providers
  - Routine exam - \$40 for optometrists and \$45 for ophthalmologists
  - Frames, standard lenses, contact lenses and low vision aids based on a schedule of allowances towards retail price
  - No additional allowance for progressive lenses

#### *Hearing Aid Plan*

- 100% of the UCR allowance for services up to \$350/36-month period

### **Eligibility/Contribution for Active Employees**

#### **Basic Plan/PPO Plan**

- Until 12/31/04
  - State System pays 100% for permanent full-time employees and dependents
  - State System pays 50% for permanent part-time employees and dependents, if employee works at least 50% time
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Permanent part-time employees who work at least 50% time, contribute 50% of premium in addition to the 10% contribution rate for medical and prescription plan on a pre-tax basis

- Contributions will be based on selected plan and contract size (single, two-party or family)
- 7/1/05 and after
  - Full-time and part-time employees in the Basic Plan (Indemnity) contribute as outlined above plus any increase in annual premiums over 12%

#### **HMO Plan**

- Until 12/31/04
  - State System contributes the same amount for permanent full-time employees and dependents as it pays for Basic Plan coverage by contract size and geographic location
  - Difference paid by employee on a pre-tax basis
- Effective 1/1/05
  - Permanent full-time employees contribute 10% of premiums for medical and prescription plan on a pre-tax basis
  - Contributions will be based on selected HMO and contract size (single or multi-party)

#### **Management Benefits Program**

- State System pays 100% for full-time employees and dependents and for permanent part-time employees and dependents, if the employee works at least 50% time

#### **Annuitant Health Care Program**

- For annuitants retired 7/1/04 to 7/1/05
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - No annuitant contribution
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare Part A and B and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card
    - No annuitant contribution
- For annuitants retired 7/1/05 and later
  - Annuitants under age 65 - ClassicBlue/Major Medical coverage (\$500 deductible) with prescription drug card, PPO coverage with prescription drug card, or HMO coverage with prescription drug card
    - Annuitant pays same dollar amount as he/she paid as an active employee until he/she reaches age 65 - if annuitant, subsequent to retirement, changes plans or adds or deletes dependents, the dollar amount of contribution will change to conform to the dollar amount of contribution for the most comparable plan and size of contract that was in effect on the date the annuitant retired
  - Annuitants age 65 and over - Signature-65 and Major Medical coverage (\$500 deductible) to supplement Medicare and prescription drug discount card, or Medicare HMO coverage with HMO prescription drug card

- Annuitant pays same flat percentage amount of Signature-65 or Medicare HMO premiums paid by active employees who are enrolled in the PPO Plan (currently 10%)
- Annuitant benefits continue to include coverage for dependents
- State System pays \$5 toward cost of coverage for annuitants not qualifying under eligibility requirements listed below

### ***Eligibility***

- For employees hired prior to July 1, 1997, when covered employees retire
  - at age 60 with at least 10 years of credited service (may include purchased service)
  - at any age with at least 25 years of credited service (may include purchased service)
  - on approved disability with at least 5 years of credited service (may include purchased service)
- For employees hired July 1, 1997 to June 30, 2004, when covered employees retire
  - at age 60 with at least 15 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only
- For employees hired on or after July 1, 2004, when covered employees retire
  - at age 60 with at least 20 years of Commonwealth/State System service only
  - at any age with at least 25 years of Commonwealth/State System service only
  - on approved disability with at least 5 years of Commonwealth/State System service only

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

#### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include Major Medical deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, most over-the-counter medications and supplies, etc.

#### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)

- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

#### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

#### **Premium Conversion Plan**

Allows employees to pay health care contributions on pre-tax basis, resulting in higher take-home pay

#### ***Eligibility/Contribution***

- All employees enrolled in a health care plan and contributing toward the cost of that plan

#### **Group Life Insurance**

##### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$40,000
- \$20,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

#### ***Eligibility/Contribution***

- State System pays 100% for permanent employees
- Dependents ineligible

#### **Voluntary Group Life and Personal Accident Insurance**

##### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

### ***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

## **Voluntary Long-Term Disability Insurance**

### ***Coverage***

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180-day elimination period
- Cost of living adjustments

### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

## **Annual, Sick, and Personal Leaves**

### ***Annual Leave***

- Paid leave earned based on percentage of regular hours paid biweekly and years of service as follows:

Up to one year of service	10.4 days/yr. (4% of hrs. paid)
Over 1 year to 15 years of service	15.6 days/yr. (6% of hrs. paid)
Over 15 years to 25 years of service paid)	20.8 days/yr. (8% of hrs.
Over 25 years of service	26.0 days/yr. (10% of hrs. paid)

- Unused leave may be carried from one year to the next
- 45 day maximum accumulation
- Leave in excess of 45 days not used within the first seven pay periods of the new leave calendar year will be converted to sick leave
- Payment for unused leave at termination/retirement

### ***Sick Leave (Includes Bereavement and Sick Family Leave)***

- Paid leave earned at 6% of regular hours paid biweekly which equates to 15.6 days/yr.
- Unused leave may be carried from one year to the next

- Unlimited accumulation
- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family
- Payment in accordance with the following schedule for accumulated leave at retirement or death while in active service if certain eligibility is met

<u>Days Accumulated</u>	<u>% Payout</u>	<u>Maximum Days Paid</u>
1 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
Over 300	50% up to 300 days 100% thereafter	165

- 100% of unused leave paid to survivor for work-related death

#### **Personal Leave**

- 6 days earned per year
- No carry-over from previous year
- Payment for unused accrued leave at termination/retirement

#### **Leave Donation Program**

- Permanent employees may donate maximum of 5 days annual and/or personal leave to management employees or union employees whose union has agreed to participate in the plan to be used for catastrophic illness/injury of employee or family member
- Can donate within university or Office of the Chancellor
- Donations may not result in annual leave balances of less than 5 days
- Employees receiving donated leave must use 20 days for the catastrophic illness/injury each year before utilizing donated leave and must use all accrued leave
- Employees may use up to 12 weeks donated leave per year, but not more than 2 consecutive calendar years

#### **Holidays**

- 10 paid holidays per year
- Observation of holidays may vary by university

#### **Retirement**

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP

- Participating ARP companies
  - AIG VALIC
  - ING
  - Met-Life
  - TIAA-CREF
- Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

### Other Benefits

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Work-Related Disability Leave
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation (certain classes exempted by law)
- Workers' Compensation

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# **AFSCME**

## **BENEFIT SUMMARY**

This brochure highlights the State Employee Health Program, Retired Employee Health Program, Supplemental Benefits Program, and leave entitlements for Pennsylvania State System employees covered by the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement. The benefits described are available to most employees; however, certain eligibility requirements must be met.

This brochure is provided for general purposes only. Legal Plan Documents will govern any discrepancies that may arise. For additional information concerning health and supplemental benefits, contact the Pennsylvania Employees' Benefit Trust Fund (PEBTF). Benefits, benefit levels, and eligibility rules are subject to change.

### **Basic Health Care and Supplemental Benefits**

#### **Coverage**

##### **State Employee Health Program**

- Employees may choose from:
  - Preferred Provider Organization (PPO) Option \*
    - Access Care II - Employee must reside within an eligible county
    - Capital Blue Cross PPO - Employee must reside within an eligible county
    - Highmark PPOBlue - Employee must reside within an eligible county
    - Personal Choice PPO - Employee must reside within an eligible county
  - Health Maintenance Organization (HMO) Option \* - Employee must reside within an eligible county
  - Basic Option (Blue Cross Medical/Surgical and Major Medical) EFFECTIVE 7/1/03, AVAILABLE ONLY FOR EMPLOYEES CURRENTLY ENROLLED IN THE PLAN
- Survivor benefits for dependents of employees who die as a result of a work-related injury
- Benefits determined by PEBTF Board of Trustees
- \* Check availability of coverage by county

##### **Supplemental Benefits Program**

- 6 month waiting period
- Prescription Drug Plan
- Vision Plan
- Dental Plan
  - Delta Dental (fee for service)
  - Concordia Plus (dental HMO)
- Hearing Aid Plan
- Survivor benefits for dependents of employees who die as a result of a work-related injury

- Benefits determined by PEBTF Board of Trustees

### **Retired Employee Health Program**

- Various benefit plans available to annuitants under age 65
- 65-Special coverage to supplement Medicare or Medicare HMOs available to annuitants age 65 and over
- Plans to be determined by PEBTF Board of Trustees

### ***Eligibility/Contribution***

#### **State Employee Health Program**

- For permanent full-time employees hired before August 1, 2003 who elect coverage:
  - Effective the first full pay period in July 2005 employee contribution for health care - 0.5% of bi-weekly gross salary
  - Effective the first full pay period in January 2007 employee contribution for health care - 1% of bi-weekly gross salary
- For permanent full-time employees hired on or after August 1, 2003 who elect coverage:
  - First 6 Months of Employment
    - Single coverage only in the least costly plan in their county of residence
    - Employee contribution for health care - 1% of bi-weekly gross salary
    - May not elect Basic Option
    - No supplemental benefits
    - May purchase a more expensive plan; must pay cost difference in addition to the employee contribution
    - May purchase health benefits for eligible dependents - in same health plan as employee enrolled
  - Beginning with 7<sup>th</sup> Month of Employment
    - Employee and eligible dependents covered for medical benefits under least expensive plan
    - Employee and eligible dependents receive supplemental benefits
    - Continue to contribute 1% of bi-weekly gross salary
    - May purchase a more expensive plan; must pay cost difference in addition to the employee contribution
- For permanent part-time employees - employees contribute 50% plus an employee contribution at the same percentage rate as permanent full-time employees

#### **Retired Employee Health Program**

- If employee retires July 1, 2004 through June 30, 2005
  - at age 60 with at least 15 years of credited service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
    - 100% paid for annuitant and dependents

- Will receive the medical and prescription plan of benefits in effect for active employees
- If employee retires on or after July 1, 2005
  - at age 60 with at least 15 years of credited service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
    - Will contribute 1% of employee's final annual base salary at the time of retirement
    - Will receive the medical and prescription plan of benefits in effect for active employees
- If employee retires on or after July 1, 2008
  - at age 60 with at least 20 years of Commonwealth/State System service
  - at any age with at least 25 years of credited service
  - on approved disability with at least 5 years of credited service
    - Will contribute 1% of employee's final annual base salary at the time of retirement
    - Will receive the medical and prescription plan of benefits in effect for active employees
- State System pays \$5 toward cost of coverage for annuitants not qualifying under above criteria

### **Flexible Spending Accounts**

Reduces the amount of taxes paid by designating a portion of salary to an account for eventual reimbursement of certain medical and dependent care expenses. Account balances not used by year's end are forfeited.

#### **Medical Reimbursement Account**

- Maximum annual contribution is \$3,000
- Eligible expenses for reimbursement include co-insurances, deductibles and amounts in excess of plan allowances or maximums, prescription drug co-payments, POS, PPO, and HMO doctor office visit charges, lasik eye surgery, chiropractic services, etc.

#### **Dependent Care Reimbursement**

- Maximum annual contribution is \$5,000 (\$2,500 if you are married and filing a separate income tax return)
- Dependent care must be necessary so that you, and if you are married, your spouse can work or look for work
- Eligible expenses for reimbursement include child care centers that care for six or more children and that meet the IRS definition of a qualified day care center, caregivers for a disabled spouse or dependent who lives with you, babysitters, nursery schools, household expenses provided that a portion of these expenses are incurred to ensure a dependent's well-being and protection

#### ***Eligibility/Contribution***

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

### **Premium Conversion Plan**

Allows employees who are contributing to the cost of health care to pay those contributions on a pre-tax basis, resulting in higher take-home pay

#### ***Eligibility/Contribution***

All employees enrolled in a health care plan and contributing toward the cost of that plan

### **Group Life Insurance**

#### ***Coverage***

- Term life insurance equal to nearest \$1,000 of annual salary
- Minimum coverage \$2,500; maximum coverage \$40,000
- Coverage reduced at age 70 to 65%; coverage reduced at age 75 to 50%
- \$10,000 additional work-related accidental death
- Three-month waiting period
- Right to convert upon termination/retirement

#### ***Eligibility/Contribution***

- 100% paid for permanent employees
- Other employees ineligible

### **Voluntary Group Life and Personal Accident Insurance**

#### ***Coverage***

- Employee term life and personal accident insurance in increments of \$10,000; maximum coverage \$500,000
- Spouse term life and personal accident insurance in increments of \$10,000; maximum coverage \$100,000
- Children term life and personal accident insurance in amounts of \$5,000 or \$10,000

#### ***Eligibility/Contribution***

- Permanent full-time employees and dependents
- Permanent part-time employees and dependents, if employee works at least 50% time
- 100% employee-paid

## Voluntary Long-Term Disability Insurance

### *Coverage*

- Income protection equal up to 60% of gross annual base salary
- Amount offset by retirement benefits, workers' compensation, social security, and paid leave with a guarantee of 10% of long-term disability benefit amount or \$100/month, whichever is greater
- 180 day elimination period
- Cost of living adjustments

### *Eligibility/Contribution*

- Permanent full-time employees
- Permanent part-time employees working at least 50% time
- 100% employee-paid

## Annual, Sick, and Personal Leaves

### **Annual Leave**

- Paid leave earned based on percentage of regular hours paid biweekly and years of service as follows:

Up to three years of service paid)	7 days/yr. (2.70% of hrs.
Over 3 years to 15 years of service	15 days/yr. (5.77% of hrs. paid)
Over 15 years to 25 years of service hrs. paid)	20 days/yr. (7.70% of
Over 25 years of service	26 days/yr. (10% of hrs. paid)

- Unused leave may be carried from one year to the next
- 45 days maximum accumulation
- Leave in excess of 45 days not used within the first seven pay periods of the new leave calendar year will be converted to sick leave up to the maximum accumulation
- Payment for unused leave at termination/retirement

### **Sick Leave (Includes Bereavement and Sick Family Leave)**

- Paid leave earned at 5% of regular hours paid biweekly which equates to 13 days per year
- Unused leave may be carried from one year to the next
- 300 days accumulation
- 3-5 days of leave may be used for death of relative, depending on relationship
- 5 days of leave may be used for sickness in immediate family; additional leave for sickness in immediate family may be used for a serious health condition after meeting certain criteria; additional leave is earned as follows:

Leave Service Credit

Over 1 year to 3 years  
Over 3 years to 15 years  
Over 15 years to 25 years  
Over 25 years

Sick Family Allowance

Up to 52.5/56 additional hours (7 days)  
Up to 112.5/120 additional hours (15 days)  
Up to 150/160 additional hours (20 days)  
Up to 195/208 additional hours (26 days)

- Payment in accordance with the following schedule for accumulated leave at retirement or death while in active service if certain eligibility is met:

<u>Days Accumulated</u>	<u>% Payout</u>	<u>Maximum Days Paid</u>
1 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
Over 300	50% up to 300 days 100% thereafter	163

- 100% of unused leave paid to survivor for work-related death

**Personal Leave**

- Paid leave earned as follows:
  - 1 day in first calendar year of employment
  - 1 day per half calendar year in second year of employment
  - 1 day per calendar quarter in third and subsequent years of employment
- No carry-over from previous year
- Payment for unused accrued leave at termination/retirement

**Leave Donation Program**

- Permanent employees may donate maximum of 5 days annual and/or personal leave to management employees or union employees whose union has agreed to participate in the plan to be used for catastrophic illness/injury of employee or family member
- Can donate within university or Office of the Chancellor
- Donations may not result in annual leave balances of less than 5 days
- Employees receiving donated leave must use 20 days for the catastrophic illness/injury each year before utilizing donated leave and must use all accrued leave
- Employees may use up to 12 weeks donated leave per year, but not more than 2 consecutive calendar years

**Holidays**

- 11 paid holidays per year
- Observation of holidays may vary by university

## Retirement

- Choice of:
  - State Employees' Retirement System (SERS)
    - 6.25% employee contribution to SERS
  - Public School Employees' Retirement System (PSERS)
    - 7.5% employee contribution to PSERS
  - Alternative Retirement Plan (ARP)
    - 5.0% employee contribution to ARP
    - Participating ARP companies
      - AIG-VALIC
      - ING
      - Met-Life
      - TIAA-CREF
    - Employee may participate in one or more of the ARP companies at one time
- Employer contribution and benefits vary by plan (see Retirement Comparison Chart)
- Selection of retirement plan must be made within 30 days of date of hire; if no choice is made, employee will automatically default to SERS

## Other Benefits

- Civil Leave With Pay
- Educational Leave With or Without Pay
- Family Care Leave Without Pay
- Injury Leave With or Without Pay
- Military Leave With or Without Pay
- Parental Leave Without Pay
- Deferred Compensation/Tax Deferral of Leave Payouts
- Direct Deposit of Pay
- Leave Donation Program (effective January 2004)
- PA State Employees Credit Union (1-800-435-6500)
- Savings Bonds Through Payroll Deduction
- State Employee Assistance Program (1-800-692-7459)
- Social Security
- Tax-Sheltered Annuities
- Tuition Waiver
- Unemployment Compensation
- Workers' Compensation

Revised 11/04

## ATTACHMENT 2

