

Benefits Summary

New York Medical College

A Member of the Touro College and University System

Human Resources ♦ 2nd Floor - Administration Bldg. ♦ Valhalla, NY 10595 ♦ 914-594- 4560



Full-Time: Faculty, Officers, Exempt I, Exempt, Non-Exempt

*This summary is intended to provide the **highlights of each benefit**. For an explanation of the Administrative Guidelines for each benefit, contact the Human Resources Department or refer to your Employee Handbook or the NYMC Administrative Policies and Procedures Manual.*

MEDICAL PLANS

EMPIRE CARE PLUS PLAN (PPO)

The carrier is **Empire BlueCross BlueShield**. This plan offers the flexibility of using **in-network** or **out-of-network** health care providers. There are **co-payments** for certain in-network services, with no deductible. Other **in-network** services are subject to **annual deductibles** of \$400 for individual and \$800 for family coverage. The plan then pays **90%** of allowable fees, with annual **out-of-pocket maximums** of \$1,200 individual and \$2,400 family.

In-network services are provided by participating providers listed at www.empireblue.com or call 1-800-934-7703. The plan covers **hospitalization and preventive care**. It includes a **prescription drug card program administered by CVS/Caremark**. A **three-tier co-payment** applies at participating pharmacies: \$10 generic; \$25 preferred brand; \$40 non-preferred brand for a one-month supply. A 90-day supply of maintenance medication is available by mail order or at a local CVS pharmacy with co-payments of \$20 generic; \$50 preferred brand; and \$80 non-preferred brand.

If you use **non-participating providers**, your services will be **out-of-network** and will be subject to **annual deductibles** of \$600 for individual and \$1,200 for family coverage. The plan then pays **70%** of Usual and Customary Rates (**UCR**) with annual **out-of-pocket maximums** of \$3,600 individual and \$7,200 family. Please refer to the attached rate chart for the current employee bi-weekly contribution.

OXFORD EXCLUSIVE PROVIDER ORGANIZATION (EPO) Liberty Network

The **Oxford EPO**, Liberty Network, provides health coverage including hospitalization, preventive care, and prescription drug coverage with retail co-payments of: \$10 Tier I; \$25 Tier II; \$50 Tier III for a 30-day supply; Mail Order-\$20 Tier I; \$50 Tier II; \$100 Tier III for a 90 day supply. There is no "out-of-network" option, but referrals from a Primary Care Physician (PCP) are not required to see a specialist. Members have access to the UnitedChoicePlus network when traveling outside the tri-state (NY/NJ/CT) area. Additional details are provided on the Oxford HMO Benefit Summary. Please refer to the attached rate chart for the current employee bi-weekly contribution.

DENTAL PLANS

The **MetLife Preferred Dentist Program (PDP)** allows you to save on out-of-pocket expenses if you use a dentist who participates in the MetLife PDP. The choice is always yours to use an in-network provider or a dentist who is out-of-network. To find a participating dentist, call MetLife at 1-800-474-7371 or go to www.metlife.com/mybenefits. **(ID cards are not issued.)**

ENHANCED DENTAL PLAN

The carrier is **MetLife**. The annual deductible, excluding preventive coverage, is \$25 per person per calendar year, with a maximum family deductible of \$75. The maximum claim payment is \$1,500 per person per year. Orthodonture, for dependent children age 19 or less who are covered by the plan, has a maximum lifetime benefit of \$1,500 per individual. The Enhanced Dental Plan provides the following reimbursements of reasonable and customary charges:

100% Preventive/Diagnostic - 80% Basic Restorative - 50% Major Restorative
\$1,500 Orthodontics - maximum lifetime benefit

Please refer to the attached rate chart for the current employee bi-weekly contribution.

DENTAL ASSISTANCE PLAN

The carrier is **MetLife**. The Plan pays benefits based on a **fixed-fee** schedule for preventive, diagnostic, basic restorative, major restorative and orthodontic treatments. The annual deductible, excluding preventive coverage, is \$25 per person per calendar year, with a maximum family deductible of \$75. The maximum claim payment is \$1,000 per person per year. Orthodonture, for dependent children age 19 or less who are covered by the plan, has a maximum lifetime benefit of \$1,000. Please refer to the attached rate chart for the current employee bi-weekly contribution.

VISION PLAN

OUTLOOK VISION SERVICES

For an annual fee of \$15, employees can participate in **Outlook Vision Services**, a vision program with a schedule of benefits or a 20-50% discount that provides substantial savings off the regular retail price of eye wear and mail-order contact lenses. For additional information, contact Outlook Vision Services at 1-800-342-7188 or go to www.outlookvision.com.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Administered by **Magellan Health Services**, the program provides confidential referral to trained professionals who can assist with health and wellness issues, workplace challenges, child and elder care, and legal and financial consultation services, among others. Employees enrolled in Empire and Oxford, as well as those who have "waived" medical coverage, are eligible for this benefit. Call 1-800-523-5668 or go to www.MagellanHealth.com for additional information.

SHORT-TERM DISABILITY - SICK TIME

The carrier is **Unum**. The plan provides full and partial pay for employees who are unable to work due to a short-term illness or injury from one day up to a maximum benefit of twenty-six weeks. Benefits are reinstated each calendar year on January 1st based upon continuous College service from date of hire.

LONG-TERM DISABILITY

The carrier is **Unum**. If approved, long-term disability becomes effective the first of the month following six (6) months of continuous short-term disability. **Non-contributory** coverage provides 60% of annual salary up to \$40,000. **Contributory** coverage is available for 60% of annual salary up to \$200,000. The maximum combined benefit is \$10,000 per month.

LIFE INSURANCE

Basic Policy - The College provides a policy with a face value equal to one (1) times your annual base pay to a maximum of \$300,000. Accidental Death and Dismemberment (AD&D) coverage equals an additional one (1) times your annual base pay. The carrier is **Unum**.

Contributory - You may purchase the equivalent of 1, 2, 3, or 4 times your annual salary to a maximum of \$1,000,000 combined Basic and Contributory. Rates are based on age. Your life insurance may be converted to an individual policy upon retirement or termination. "Evidence of Insurability" may be required. The carrier is **Unum**.

DEPENDENT GROUP LIFE INSURANCE

You may purchase Dependent Group Life Insurance based on the following levels:

\$5,000 spouse/\$4,000 each child	Or	\$ 5,000 spouse only
\$10,000 spouse/\$4,000 each child		\$10,000 spouse only
\$15,000 spouse/\$4,000 each child		\$15,000 spouse only
\$25,000 spouse/\$4,000 each child		\$25,000 spouse only
Or		\$4,000 children only

PERSONAL ACCIDENT INSURANCE

The carrier is **Zurich**. The policy provides Accidental Death and Dismemberment Insurance coverage for you, your spouse, and dependent children on a fully **contributory** basis. It covers you 24 hours a day both on and off the job, worldwide, and is payable in addition to any other insurance you may have. Amounts may be selected from 1-5x base salary at time of election, to a maximum of \$500,000, rounded to the nearest \$1,000. (Subject to a reduction schedule at age 70.) See the Zurich plan summary for additional details, enrollment form, and monthly cost of coverage.

VACATION

Entitlement is as follows:	Non-Exempt	Exempt	Faculty, Officers, Exempt I
First and Second years	10 days/year	20 days/year	23 days/year
Third year	15 days/year		
Fourth and each year thereafter	20 days/year		

Vacation is **accrued on a bi-weekly basis** and is earned based on the scheduled number of hours worked. Vacation may be taken after six (6) months of employment. If employment is terminated prior to six months of service, no vacation will be considered earned or paid. Vacation is based on the college's **fiscal year, July 1 - June 30. One-half of your annual vacation entitlement may be carried over into the next fiscal year.**

PERSONAL DAYS

All regular full-time, non-union (1199) represented employees are entitled to four (4) personal days which are earned and may be taken each year subject to supervisory approval. **Personal days are based on the calendar year, and are earned at the rate of one (1) per full calendar quarter of employment. One personal day may be carried over into the next calendar year.**

The calendar quarters are: January-March, April-June, July-September, and October-December. Employees at Affiliation locations may be required to use these personal days on holidays that their facility may close, such as Veteran's Day or Columbus Day.

HOLIDAYS - See attached NYMC 2012 Holiday Schedule for the Valhalla Campus.

DEPENDENT TUITION ALLOWANCE

All regular full-time, non-union employees are entitled to receive up to \$1,000 per semester (\$2,000 per school year/maximum \$8,000 payment over four years) for each eligible dependent enrolled in an accredited undergraduate institution beyond the twelfth (12th) grade. Allowance is used only for tuition billed by the Institution. Checks are mailed directly to the attending school from Human Resources. Eligible dependents are sons and daughters of employees, including adopted children.

GRADUATE SCHOOL TUITION REMISSION - NYMC

All regular full-time and part-time non-union employees are eligible to apply after being employed for **one year** from their latest employment date. Tuition for the full-time employee is remitted 100% for up to six credits per semester to a maximum of 12 credits per academic year.

A spouse and/or dependent child of a full-time College employee are eligible for 100% Graduate School Tuition Remission, when the employee is eligible, for a maximum of twelve credits a semester or thirty credits per academic year. The definition of a dependent child follows IRS guidelines: the taxpayer's child is under age 19 or a student under age 24.

FLEXIBLE SPENDING ACCOUNTS (FSA)

All regular full-time, non-union employees are eligible to participate on the first day of the month coinciding with or following your date of hire. Through an FSA, you can convert a portion of your salary to non-taxable funds to pay for certain benefit-related expenses with pre-tax dollars. The following choices may be made under the plan:

Health Care Spending Account - a reimbursement account to cover un-reimbursed health and dental expenses. (\$5,000 annual maximum / \$260 annual minimum contribution.)

Dependent Care Spending Account - reimbursement account for work-related dependent day care expenses. (\$5,000 annual maximum / \$260 annual minimum contribution.)

Participants may claim reimbursement for eligible expenses in lieu of declaring these expenses on their Federal tax returns. Eligible expenses cannot include expenses that are reimbursed from any insurance plan or other benefit source. All payments for claims are made directly to you. **Empire is the plan administrator, and a “benefit” card is provided for your use.**

Enrollment is annual for each plan year and ***cannot be stopped or changed during the plan year*** unless you are subject to a change in employment or family status. Annual maximums are set at the beginning of each plan year and should be carefully estimated since **unused balances are not reimbursable to the employee. The deadline for submission of prior year claims is March 31 of each year.**

You must actively enroll in the Flexible Spending Account plan each year.

TAX DEFERRED ANNUITIES (TDA)

College contributions are made on behalf of ***all eligible faculty and non-union (1199) represented staff***. You are eligible if you are a regular full-time or part-time employee scheduled to **work 20 or more hours per week**. College contributions to the TDA program are based on the following:

For employees under age 40 **or** with less than five years of service, the College contributes:
6.3% up to Social Security Wage Base
12.0% over Social Security Wage Base*

For employees over age 40 **and** with five+ years of service, the College contributes:
6.5% up to Social Security Wage Base
12.2% over Social Security Wage Base*

For an employee over age 55 **and** with 15+ years of service, the College contributes:
10.0% up to Social Security Wage Base
15.0% over Social Security Wage Base*

*The maximum annual compensation is capped each year, effective January 1, per the Omnibus Reconciliation Act of 1993 (OBRA '93).

Vesting in the college contribution is summarized below for all employees eligible after January 1, 1989:

<u>Years Participating</u>	<u>Vesting</u>
<i>0-2 years</i>	<i>0%</i>
<i>2-3 years</i>	<i>20%</i>
<i>3-4 years</i>	<i>50%</i>
<i>over 4 years</i>	<i>100%</i>

Employees are also eligible to contribute to the TDA program through payroll reduction with **pre-tax dollars**. There is no minimum salary reduction. All employees may participate in this voluntary portion of the program.

Under the Tax-Deferred Annuity program, you have three TDA carriers from which to choose for your contributions: Mutual of America, TIAA-CREF, and The Vanguard Group.

LONG-TERM CARE (LTC)

Sponsored by **Unum**, the program is available to full-time and part-time (non-1199) employees and offers a flexible plan design with four different levels of coverage. Within 30 days of your new hire orientation, employees are eligible to purchase benefit amounts on a guaranteed issue basis of up to and including a \$6,000 monthly policy and facility benefit duration of 3 or 6 years **without a physical**. Employees can also purchase coverage for their immediate families, although a medical questionnaire is required for that option. For additional information, please contact Unum at 1-800-227-4165 (Option 2) and speak with a customer service representative or view their website: <http://w3.unum.com/enroll/nymc>.

For further information and details on all of the above benefits, please refer to your Employee Handbook, the Administrative Policies & Procedures Manual, see your Department Administrator, or contact the Human Resources Department.