Welcome to Florida State University. This is an overview of the Insurance and Retirement options as well as additional perks available to OPS employees.
If you need assistance with enrolling, or making changes to your insurances, you may log onto People First, or contact them at the phone number listed on this slide. Otherwise, you can contact the Human Resources Benefits office.
People First is the administrator for all insurance benefits offered by FSU. Their responsibilities include determining eligibility, processing enrollments, handling qualifying event changes, verifying dependent eligibility, COBRA and open enrollment. You will use the People First system to enroll, manage, and make changes to their insurance benefits.
OPS employees, hired at 0.75 FTE in original appointment (30 hours per week) or greater or during a measurement period, will qualify for State insurances. OPS employees may also qualify if they are expected to work 30 hours or more a week or during a measurement period. Measurement Periods will be discussed in more detail in a moment.

When should you enroll? OPS employees can enroll within 60 days of their hire date, qualifying measurement period or during open enrollment.
There are two measurement periods that determine whether OPS employees are eligible for benefits. The new hire measurement period is the 12 month period following the original OPS hire date with the State of Florida. The Open Enrollment measurement period occurs every year to determine eligibility for the following year.

OPS employees who become benefits eligible will maintain benefits during the 12 month stability period while employed by the State of Florida.
If you are eligible with your original appointment, then your coverage will begin the first day of the month following your enrollment.

Coverage is provided for the 12 months after enrollment and will cover you the month after you terminate employment with the University.
If you are eligible for benefits, People First will mail log-in information to your home address. You can contact the People First Service Center or email the Human Resources Benefits office to receive your People First ID.
The default password to log on to the People First website the first time is uppercase P, lowercase f, followed by your date of birth, two digit month, two digit day, and two digit year.

Refer to the “Questions” Link on the People First homepage for more information on setting up your password.

Call the People First Service Center at 866-663-4735 if you are unable to log-in to the People First website.
Select the ‘Change My Benefits’ link to enroll or to make changes.
Standard Health Insurance Plan premiums are the same whether you choose the PPO or HMO option. Employees who have a spouse that works for the university, or another state agency, and is also benefit eligible can enroll into the spouse program and receive health insurance at a reduced premium.
In general, HMO plans focus on wellness, prevention, early detection, and the treatment of illnesses. These plans do not have pre-existing condition exclusions, claims to file or any deductibles. You may need a referral from your primary care provider if you need to see a specialist for a specific concern.

Services are limited to the HMO network, unless you receive a referral. However, you are fully covered world wide for emergency services.
The PPO health plan offers the widest range of available physicians, and allows members to “self-refer” to specialists. Before Services are not covered until annual deductibles are met. Once these deductible amounts have been paid by the member, the plan provider will begin paying their percentage of cost for medical and prescription expenses. The deductible varies based on whether the provider is in the network.
Check to see if your provider is part of the network before you receive services. Otherwise, you may have to pay more than you expect.

<table>
<thead>
<tr>
<th></th>
<th>Network</th>
<th>Non-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Visits</td>
<td>$15 primary care</td>
<td>40% of the allowance, plus the difference between the charge and the allowance</td>
</tr>
<tr>
<td></td>
<td>$25 specialty care</td>
<td></td>
</tr>
<tr>
<td>Calendar Year</td>
<td>$250 Individual</td>
<td>$750 Individual</td>
</tr>
<tr>
<td>Deductible</td>
<td>$500 family</td>
<td>$1,500 family</td>
</tr>
<tr>
<td>Other</td>
<td>Annual maximum out-of-pocket co-insurance:</td>
<td>Employee must file claims</td>
</tr>
<tr>
<td></td>
<td>$2,500 individual; $5,000 family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$100 health screening allowance (not applicable to dependents)</td>
<td></td>
</tr>
</tbody>
</table>
FSU offers the option to enroll in an HMO or PPO high deductible health plan, or HDHP. With the HDHP you must meet a higher annual deductible, but your monthly premiums are lower than the standard plan premiums. You must meet the annual deductible amount for all services and prescriptions, except certain preventative services, before the plan starts paying toward your expenses.

The HDHP provides the option to open a Health Savings Account. The University will make a contribution towards this account, even if you don’t. To make sure you are properly enrolled for the employer contribution, contact People First.
You will receive a prescription card in addition to your health insurance card. Members may obtain prescriptions at either a local pharmacy or through the mail-order service. Most pharmacies accept CVS/Caremark, however, Walgreens does not.

PPO Plan members must fill maintenance medications through mail order or at a participating retail pharmacy. A list of maintenance medications can be obtained from the provider.

HMO plan members may use the 90 day mail order option to reduce prescription costs.

Questions about your prescription drug costs, available generic alternatives, specialty medications, mail order, or locating a network pharmacy can be directed to CVS/Caremark.

<table>
<thead>
<tr>
<th>Prescription drug class</th>
<th>30-day supply</th>
<th>90-day supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
</tr>
<tr>
<td>Preferred Drugs</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>(contact provider for a list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-preferred</td>
<td>$50</td>
<td>$100</td>
</tr>
</tbody>
</table>

• Note: PPO members must use 90-day supply for all maintenance drugs

• CVS/Caremark: 888-766-5490 or [www.caremark.com/sofrxplan](http://www.caremark.com/sofrxplan)
The State offers life insurance plans for employee, child, and spouse. The employee pays full premium costs.

**Basic Life Insurance:**
- $25,000

**Child Life Insurance:**
- $10,000 coverage
  - All coverage is Term Life
  - Employee pays full premium cost

**Spouse Life Insurance:**
- $15,000 coverage, or,
- $20,000 coverage
The Dependent Flexible Spending Account provides pre-tax dollars to use towards eligible expenses for qualified dependents. Licensed childcare centers and before-or-after-school programs are examples of eligible expenses. Employees have until March 15\textsuperscript{th} of the following plan year to use the account balance. Claim forms and documentation must be submitted to Chard Snyder by April 15\textsuperscript{th}.

<table>
<thead>
<tr>
<th>Flexible Spending Account</th>
<th>Minimum Annual Election</th>
<th>Maximum Annual Election</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Care FSA</td>
<td>$60</td>
<td>$5,000</td>
<td>For expenses incurred for care of dependents</td>
</tr>
</tbody>
</table>

- Annual elected amount deducted from remaining checks for the year
- A grace period is offered each year to spend/claim remaining funds
- Pre-tax dollars to cover eligible expenses
- Use-it or Lose-it
Prepaid Plans – Providers: Humana, Assurant, Cigna & United
  – HMO structure where services are limited to a network
  – Most preventative care at no charge
  – You pay a specific dollar amount, per service you receive
  – Orthodontia benefits (adults & children)
  – No deductibles
  – No claims to file
  – Cost varies by company

Prepaid dental plans maintain affordable premiums and low out-of-pocket expenses through a network of participating general dentists and specialists. If you use a dentist that is not part of the network, you will have to pay the entire amount for services received. You cannot change dental plans based on provider preference, except during open enrollment.
Dental Insurance

**PPO/Indemnity w/PPO — Providers: Assurant & Humana**
- Choose the dentist you want (in or out of network)
- Cost is lower when using network dentists
- More out-of-pocket expenses
- Annual deductible to meet
- Coverage & cost vary by company

**Indemnity — Providers: Ameritas & Humana**
- May choose any dentist you want
- More out-of-pocket expenses
- Co-insurance, deductibles, & maximum annual benefits
- Coverage & costs vary by company

The PPO and Indemnity with PPO plans allow you to visit a dentist of your choice. The PPO covers a percentage of cost based on the service received for both in network and non-network providers.

The Indemnity plan allows you to select the dentist of your choice. The plan pays a set amount for covered services and you pay the remaining balance. Be sure to inquire about the charges before receiving services.

Premiums are available on the People First website when you make your elections, or through the plan provider benefit brochures located on the State MyBenefits website.
You can receive an eye exam with your health insurance coverage.

Vision insurance is separate from the health insurance and offers coverage for eye exams and materials. You are eligible to receive an eye exam once every 12 months. Within a calendar year, you may only have the material benefit towards either contact lenses or eyeglass lenses.
Supplemental Insurance:
Hospital, Cancer, Short Term Disability, and Accident Insurance

- Plans vary by company (AFLAC, Cigna, Colonial, New Era)
- Additional income for out-of-pocket expenses
- Paid directly to you or the hospital
- Independent of health insurance coverage
- Contact company for rate quote and plan details
- Enroll through People First

There are several companies that offer supplemental hospital, cancer, short term disability, and accident insurance. This coverage is independent of health insurance. Contact the individual provider company for more details. Enroll with People First and complete any separate applications of insurability before the coverage begins.
Opportunities to Make Changes

Qualifying Status Change
- Participants have 60 calendar days following a qualifying event (marriage, divorce, loss of coverage, death, etc) to make a change to their coverage

Open Enrollment
- Occurs every fall
- Make any changes, additions, or deletions during this time
- All changes made are effective January 1st of the following year

Qualifying status changes are specific events, which occur throughout the year that allow you to make changes to your benefits. You must notify People First within sixty days of the event, or you will have to wait until open enrollment to make changes. People First may also require documentation to verify the qualifying event and process your request.

There is an annual open enrollment period that gives employees an opportunity to review and/or make changes. This period is held during the fall, and all changes go into effect on January 1st of the following year. Prior to Open Enrollment, People First mails information to advise employees of their current benefits, and to provide information about any upcoming changes.
Reminders

• Employees MUST enroll within 60 days of their hire date or within 60 days of becoming eligible

• Changes to benefits may occur:
  – During Open Enrollment
  – With a Qualifying Status Change event

Just a few reminders – you only have 60 calendar days from your hire date or eligibility date to enroll or make changes to your benefits. Changes can only be made during Open Enrollment or with a qualifying status change.
Most OPS employees are mandatory participants in the Bencor 401(a) FICA Alternative Retirement Plan. Employees contribute 7.5% from each bi-weekly paycheck. Participants do not earn social security credits while enrolled.

- Participants can invest contributions within the plan.
- Account withdrawals/ transfers are permitted only if terminated from OPS employment.

Fund transfers and withdrawals are only permitted after the employee has terminated their OPS employment with the University.
Participants in the Bencor plan can view their account balances by logging in to the Bencor website.

For additional information about the plan, you can view our Human Resources website or contact our office by phone or email.
The University allows ALL employees to participate in its 403(b) Tax-sheltered annuity program. A 403(b) is a type of retirement account that is similar to a standard 401(k) account that you might find at a private employer. In this plan, you can contribute a specific dollar amount to be deducted from your bi-weekly paycheck, to be deposited into the retirement account. Contributions in this account can be invested in several types of funds, including money markets, bonds and stock funds. The minimum amount that can be invested bi-weekly is $10.

All contributions made to a 403(b) account are pre-tax. Taxes will be paid at the time the funds are withdrawn from the account, presumably at retirement.

All contributions to the FSU 403(b) plan are voluntary – and the amount contributed may be started, stopped or changed at any time. The contributions and earnings are fully accessible to the participant once employment has been terminated, or at age 59½.
To enroll in the FSU 403(b) Tax Sheltered Annuity Program, please contact one or more of the Investment Providers listed on this slide.

You are required to complete an annuity contract to initially set up your 403(b) account. The investment company representative will ensure that your contribution request is submitted to FSU for processing.
The State of Florida 457 Deferred Compensation Program is another way FSU employees can save for retirement on a pre-tax basis. There are several companies available within this plan. For more information, and to enroll, please visit the Bureau of Deferred Compensation website.

There is a limited amount that employees can contribute to a 457 account in a calendar year. The IRS limitations for the current year are listed on this slide.

The 403(b) Tax Sheltered Annuity and the 457 Deferred Compensation have separate limits, so an employee is eligible to put the maximum contributions toward both accounts at the same time.
FSU employees also have the option to contribute to a after-tax Roth 403(b) retirement account. Unlike Traditional 403(b)s and 457s, Roth contributions are subject to federal income tax at the time the contributions are made. Since these taxes are paid in advance, the contributions plus any earnings may be withdrawn tax-free at a later date – ideally at retirement.

All contributions to the FSU Roth 403(b) plan are voluntary – and the amount contributed may be started, stopped or changed at any time. The contributions and earnings are fully accessible to the participant employment has been terminated, or at age 59½.
Human Resources – Benefits
University Center A, Suite 6200

- (850) 644-4015
- Insurance: insurance@fsu.edu
- Retirement: retirement@fsu.edu
- www.hr.fsu.edu

Please contact our office if have any questions or if you need assistance.

Thank you.