



# NEO: Insurance and Retirement

Welcome to New Employee Orientation for Insurance and Retirement, presented to you by the Office of Human Resources: Benefits Office.

Navigation:

- This is a 30-minute self-paced interactive online training.
- A panel will appear on the left-hand side once you begin the course.
- Use the menu to move through each of the sections.
- Click on all interactive media to fully engage with the information.
- Select the **Start Course** button at the top of the page to begin.

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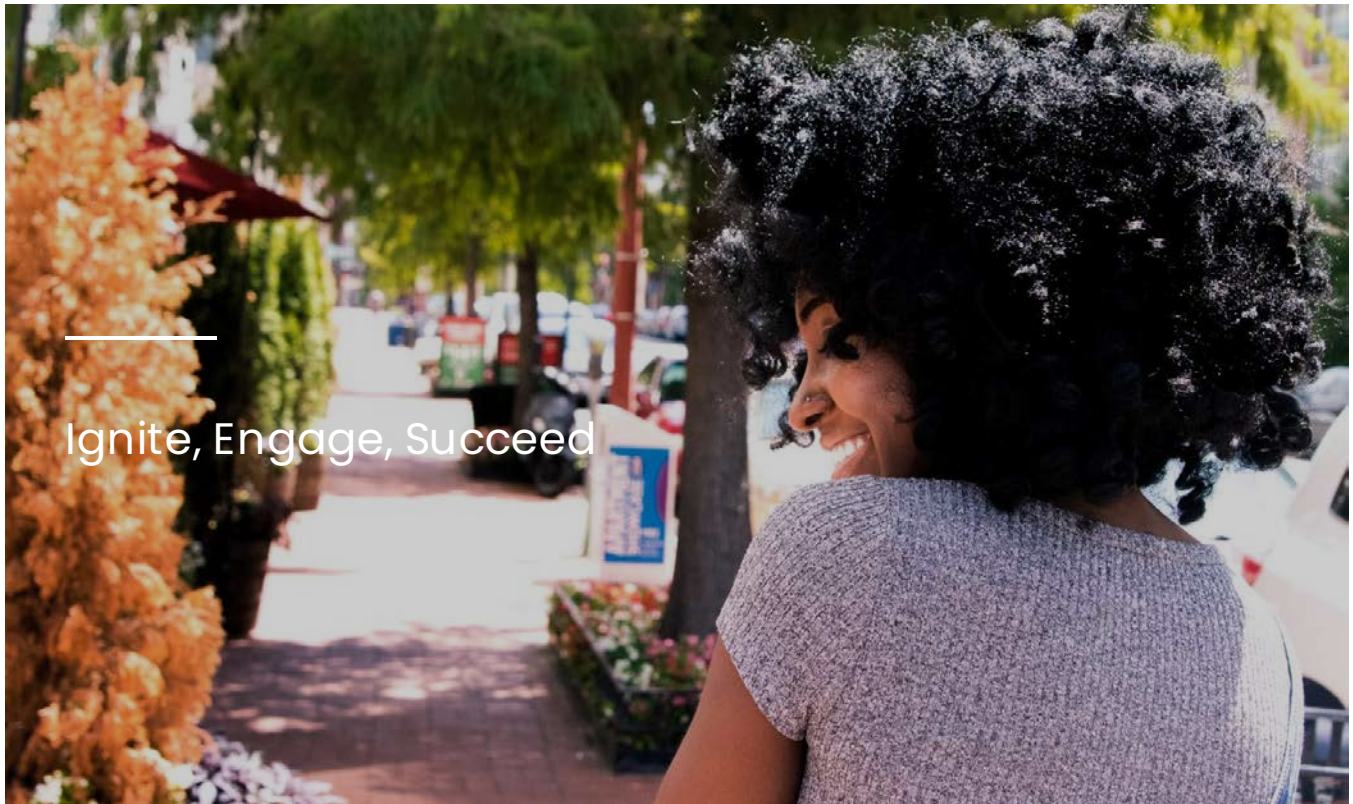
**Quiz**

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# Welcome and Benefits Overview

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## **Welcome to Your Benefits Enrollment Guide!**

This training provides you with an overview of Florida State University's Benefits Package. We will cover the insurance options available to you and your family as well as the additional perks of working for Florida State University.

## **Benefits Outlined in This Guide**

This guide will focus on healthcare options, including medical, vision and dental, as well as retirement options and supplemental insurance.

## **Healthcare Coverage** —

Your options for healthcare coverage through FSU include:

- Medical insurance
- Dental insurance
- Vision insurance
- Flexible Spending Account (FSA)

## **Retirement Savings Plan** —

Depending on your employee classification, you are eligible to enroll in one of three State of Florida-sponsored Retirement Plans: The Optional Retirement Program (for A&P staff members and faculty only), the Florida Retirement System Pension Plan, and the Florida Retirement System Investment Plan.

## **Supplemental Insurance** —

FSU contracts with several companies that offer supplemental insurance, such as:

- Life insurance
- AD&D insurance
- Cancer insurance
- Disability coverage

**i** **FSU employees use People First to enroll and make changes to State of Florida insurances.** We will cover how to enroll in benefits later in the training.

## **Notice of Changes to 2022 Benefits**

Changes and updates will be posted on the [MyBenefits website](#).

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In the next lessons, we'll answer a few of the most common benefits enrollment questions.

# Who Is Eligible for Benefits?

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## Comprehensive Benefits Package Eligibility

FSU follows the State of Florida Guidelines for determining eligibility for health and supplemental insurance. For detailed information visit the [Eligibility and Enrollment](#) section of the State of Florida [MyBenefits](#) website.

## Coverage for Eligible Family Members

If you are enrolled in the State Group Insurance plans, you may also cover your eligible dependents. Below is an example of eligible dependents. For the full list visit the [Dependents](#) section of the MyBenefits website.

### Legal Spouse

The person to whom you are legally married.

### Dependent Children

Your biological child, stepchild, foster child or child for whom you have legal guardianship through age 26.

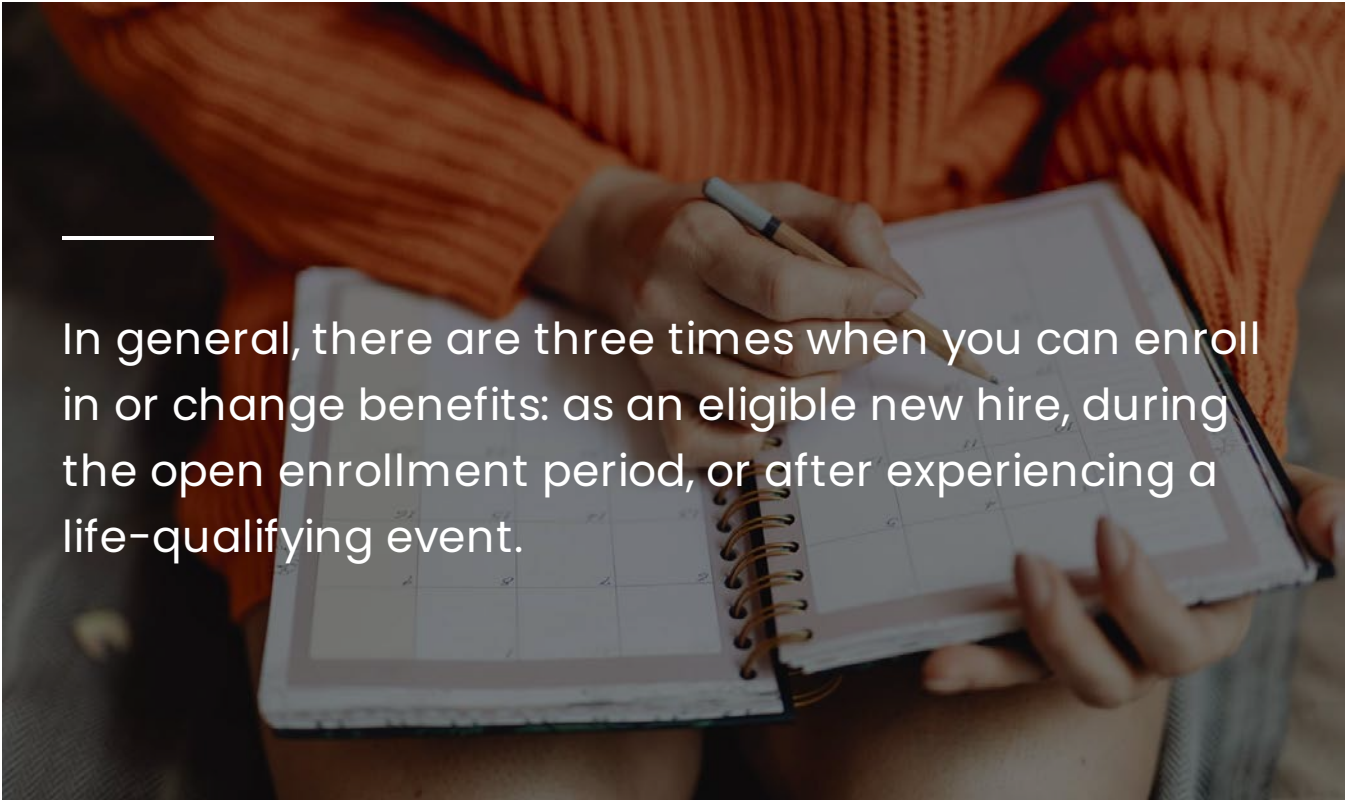


## **OPS Employees**

OPS/Variable hour employees are eligible for health insurance if they are reasonably expected to work an average of 30 hours or more per week, or after a 12-month period their hours worked average 30+ hours per week. For more information about OPS employee eligibility, visit the [OPS Employees](#) section of the MyBenefits website.

# When Can I Enroll in or Change Benefits?

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In general, there are three times when you can enroll in or change benefits: as an eligible new hire, during the open enrollment period, or after experiencing a life-qualifying event.

## 1. Eligible New Hires

You have **60** days from your hire date to enroll. The earliest your health insurance can begin is the first of the month following your enrollment. For example, if you are hired and enroll in August, then the earliest effective date for your health insurance is September 1st.


Your supplemental insurances become effective in the month after two full checks have been issued to you in the same month. For example, if you are hired and enroll in August, your supplemental plans will begin in October after premiums have been deducted from the 2 paychecks in September.

## 2. Open Enrollment

Open enrollment occurs every fall. During this time you may make changes to any of your insurance benefits. All changes are effective January 1st of the following year. You will receive written notification about dates prior to the open enrollment period.

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Human Resources will notify you about open enrollment dates for 2022.

 **Pro Tip:** Mark your calendar or set a reminder so that you don't forget!

## 3. Life-Qualifying Events

The occurrence of certain life-qualifying events will allow you to make changes to your insurance outside of open enrollment periods. You must notify People First within 60 days of the event, or you will have to wait until open enrollment to make changes. People First may also require documentation to process the request.

### Loss of Health Coverage —

- Losing existing health coverage
- Losing eligibility for Medicare, Medicaid, or the Children's Health Insurance Plan

- Losing health coverage through a family member

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**Changes in Household** —

- Getting married or divorced
- Having or adopting a child
- Death in the family

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**Changes in Residence** —

- Enrollee moves outside of an HMO service area
- Your dependent moves outside of the HMO service area

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**Other Qualifying Events** —

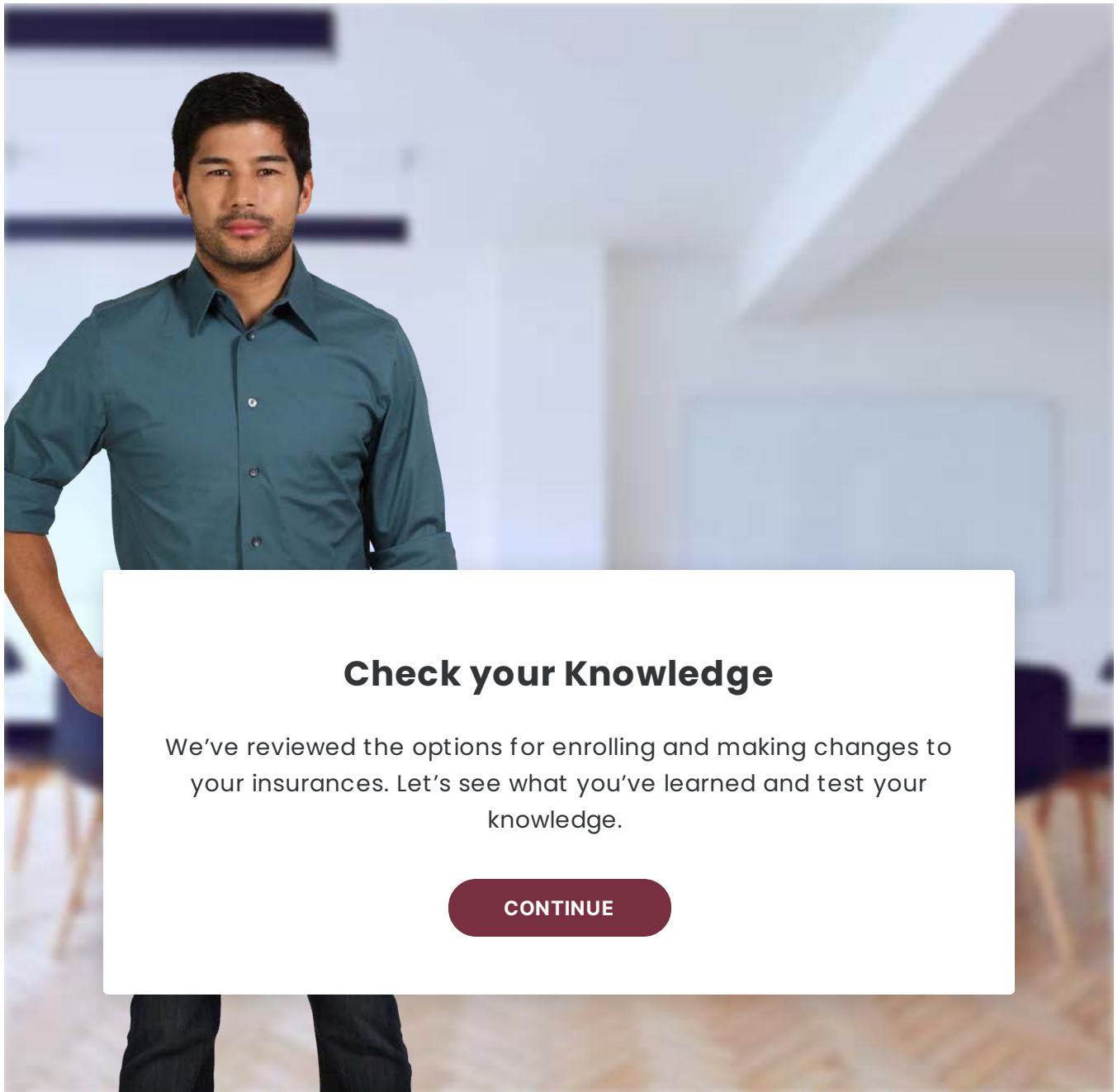
- Changes in employment
- Becoming a U.S. citizen

## All Qualifying Events

State of Florida Qualifying Status Change Event Matrix.

[LEARN MORE](#)

## Check Your Understanding



## Check your Knowledge

We've reviewed the options for enrolling and making changes to your insurances. Let's see what you've learned and test your knowledge.

[CONTINUE](#)

### Scene 1 Slide 1

[Continue](#) → [Next Slide](#)



When will your health insurance start?

1

Health insurance will start the beginning of the month after I enroll with People First.

2

Health insurance will start the 61st day from my hire date.

3

Health insurance will start beginning of the month after I have two paychecks.

## Scene 1 Slide 2

0 → Next Slide

1 → Next Slide

2 → Next Slide



## Health Insurance

Remember, health insurance begins on the first day of the month after you enroll.

CONTINUE

### Scene 1 Slide 3

Continue → Next Slide





Which of the following is not a life-qualifying event to allow you to change your insurance outside of Open Enrollment?

1 My dentist no longer takes my insurance.

2 My Spouse left their job and we no longer have health insurance coverage.

3 I'm moving to an area outside my insurance network and I now have no coverage.

## Scene 1 Slide 4

0 → Next Slide

1 → Next Slide

2 → Next Slide

## Dental Insurance

If your dentist no longer takes your insurance, you are unable to change your coverage until Open Enrollment.

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START OVER



### Scene 1 Slide 5

Continue → End of Scenario

# Where Do I Enroll?

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## People First

People First is the administrator for all State of Florida insurance benefits offered by FSU. Their responsibilities include determining eligibility, processing enrollments, handling qualifying event changes, verifying dependent eligibility, COBRA and open enrollment.

FSU employees use the People First system to enroll, manage and make changes to their insurance benefits. You can do this online or over the phone.

## People First website

Use this link to login to your People First account.

[SIGN IN](#)

## How to Navigate the Employee Online Portal

Locate your People First User ID and current benefits on the MyFSU Benefits tab. You can also email the HR Benefits section to request your User ID. Your People First ID might be different if you were previously employed in a different position or with another state agency.

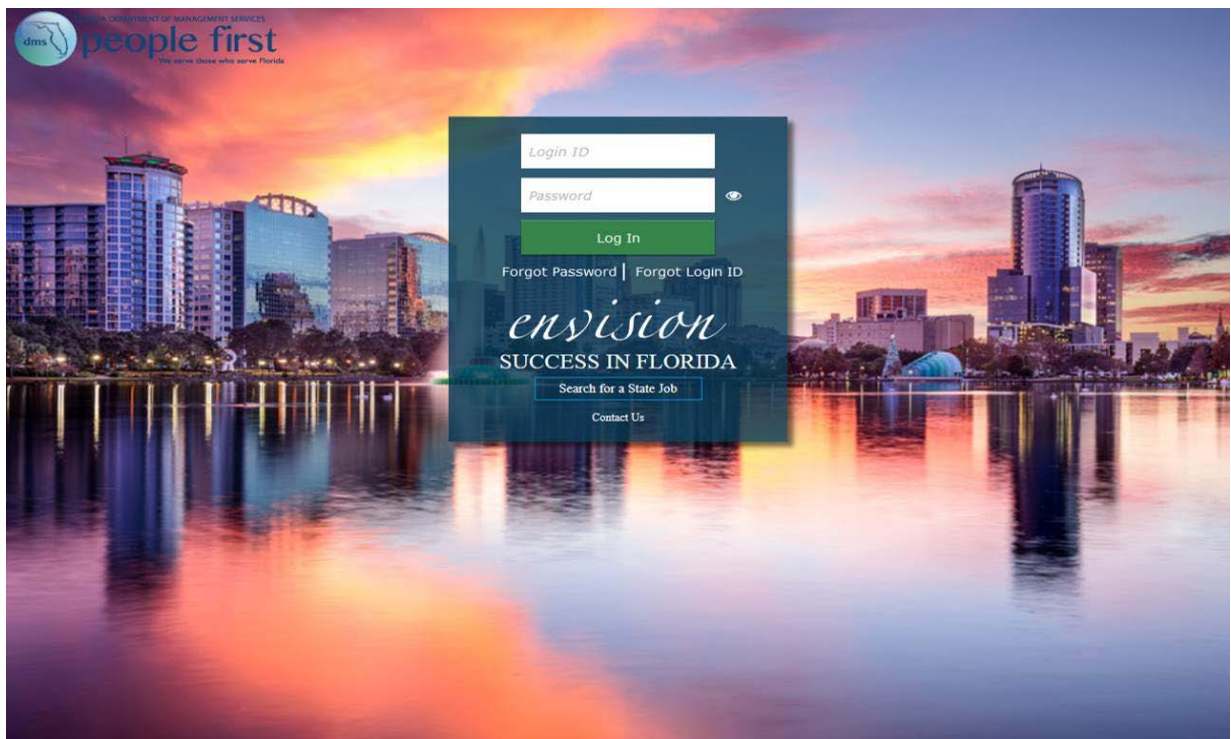
Your benefits will not be reflected here until after their effective date.

myFSU Links



MY EMPLOYEE SNAPSHOT

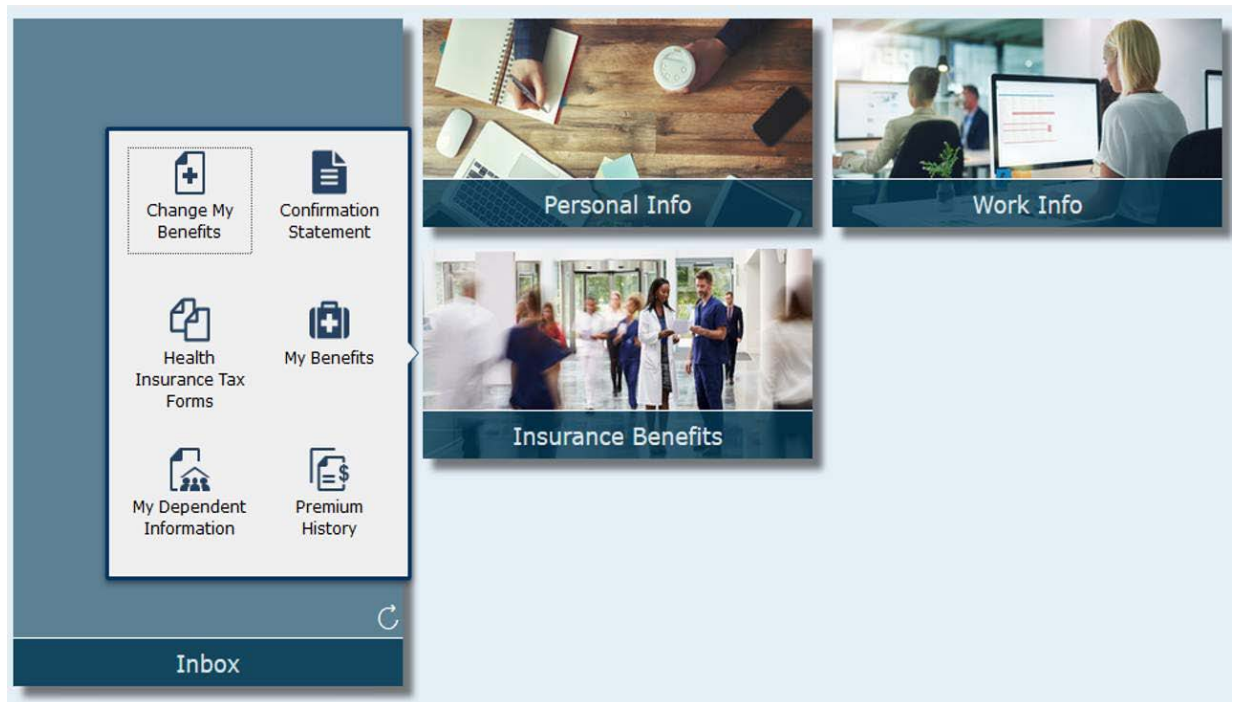
MY EMPLOYEE SNAPSHOT	
<a href="#">Timesheet</a>	<a href="#">Paycheck</a>
<a href="#">Benefits</a>	
<b>People First User ID</b>	123456
<b>Medical</b>	STATE PPO - PPO PRTX      Family Health
<b>Vision</b>	Humana Vision - Exam+Materials      Family Supplemental
<b>Life</b>	STATE BASIC LIFE PRTX      \$25,000.00
<b>Life</b>	State Child Life Insurance
<b>Retirement</b>	FRS Invest Regular Class
<b>Retirement</b>	Deferred Compensation      \$15.00 Paycheck Deduction
<b>Optional Benefits</b>	FSA - Medical Reimbursement      \$700.00



## Default Password

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.

Example: Pfmmdyy



Select the 'Change my Benefits' link to enroll or to make changes

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Please continue to the next sections for more detailed information about your benefit options.

# Dependent Verification Process

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People First has implemented a [dependent eligibility verification review process](#) for all newly added dependents. Employees who add dependents to their benefits are required to provide documentation within 90 days of adding the dependent to avoid coverage interruption for the newly added dependents.

You can submit required documentation by uploading the document through your [People First](#) account. Call the People First Service Center at 866-663-4735 for assistance.

# Medical Insurance

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## A Quick Overview of Our Health Insurance Plans

Florida State University offers three types of health insurance plans, an HMO, a PPO and a High Deductible Health Plan (HDHP).

**HMO**

**PPO**

**HDHP**

**Overview:** HMO plans focus on wellness, prevention, early detection and the treatment of illnesses. The services are limited to specific providers in-network, and the plan requires you to select a primary care provider.

**Key features:**

- No pre-existing condition exclusions
- Referrals needed for most specialists
- No deductibles to meet

**Other considerations:** Only emergency services are paid outside the service area (HMO must be notified in 48 hours of an emergency).

Type of Medical Visit	Co-Payment
Primary Doctor	\$20
Specialist	\$40
Emergency Services	\$100
Hospital Admission	\$250

The HMO provider is based on county. The list of HMO provider per county can be found on the [MyBenefits website](#).

HMO

PPO

HDHP

**Overview:** FSU's PPO plan is run through Florida Blue. The PPO plan offers the widest range of available physicians and allows members to "self-refer" to specialists.

**Key features:**

- No pre-existing condition exclusions
- No restrictions on providers



- Costs vary based on network and non-network providers

**Other considerations:** Services are not covered until annual deductibles are met. Once the deductible has been paid by the member, the plan begins paying their percentage of cost for medical and prescription expenses. Co-payments are not counted towards the deductible.

	Network	Non-Network
<b>Office Visits</b>	\$15 primary care \$25 specialty care	40% of the allowance, the difference between the charge and the allowance
<b>Calendar Year Deductible</b>	\$250 individual \$500 family	\$750 individual \$1,500 family
<b>Other</b>	Annual global out-of-pocket maximum: \$8,700 individual \$17,400 family	Employee must file claim

HMO	PPO	HDHP
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**Overview:** FSU offers the option to enroll in an HMO or PPO High Deductible Health Plan. You must meet a higher annual deductible, but your monthly premiums are lower than the standard plans.

**Key features:**

- No pre-existing condition exclusions
- Higher deductible, lower premium
- Requires co-payments for services

**Other considerations:** Must meet the annual deductible amount for all services and prescriptions, except certain preventative services, before the plan starts paying toward your expenses.

## Important Terms to Know When Making Your Decision

Before we begin, let's go over a few important terms.

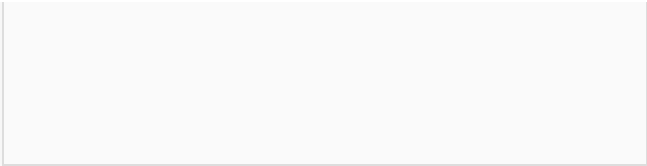
Premium

The amount the employee pays for health insurance (deducted from two paychecks a month).

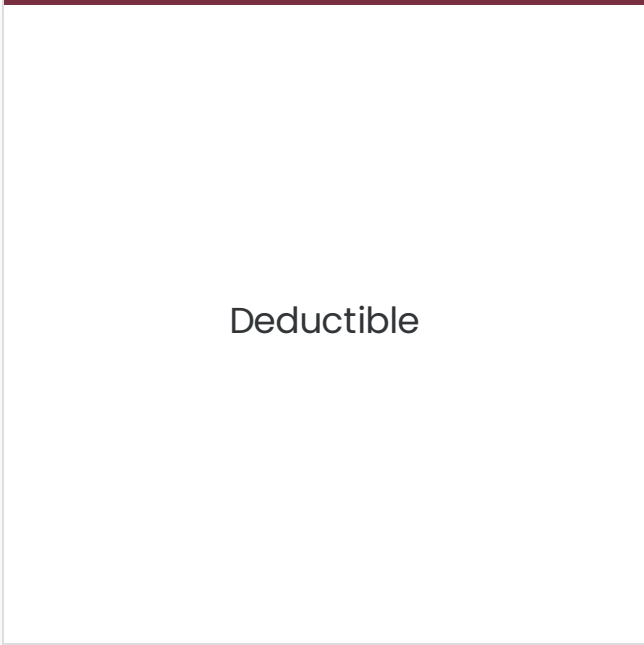
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Out-of-Pocket Maximum

The total you have to pay for covered services in a plan year.

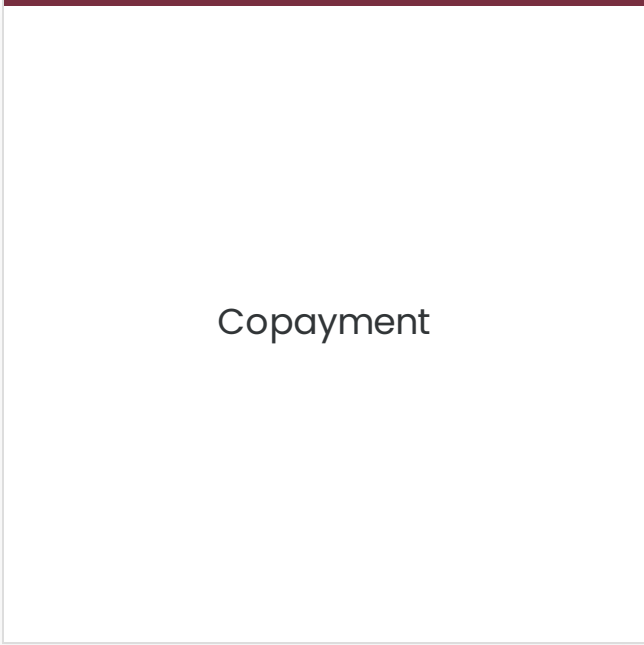


2 of 7



The dollar amount you must pay out-of-pocket each calendar year before insurance begins to pay for certain health services. You pay the plan deductible first then

3 of 7



A fixed amount (\$20, for example) you pay for a covered health care service.

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Coinsurance

The percentage of costs of a covered health care service you pay (20%, for example) after you've paid your deductible.

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In-Network

A group of physicians, hospitals and other health care providers offering pre-negotiated rates.

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Health care providers that are not

Out-of-Network

contracted or participating providers for your health plan and may charge full price for medical care.

7 of 7

## Health Insurance Premiums

	Individual	Family	Spouse Program
Who is covered	Employee Only	Employee + Dependent(s)	Both Spouses work for the State Full Time
Monthly Payment	\$50	\$180	\$15

Rates listed are for positions 0.75 FTE or higher

### Health Insurance Cost

- These premiums are effective for both the HMO and PPO plans.
- An employee who has a spouse that works for the university or another state agency can enroll in the Spouse Program for a lower premium.

- Employees hired for less than 30 hours per week (0.75) have a higher, pro-rated monthly premium.

	<b>Individual</b>	<b>Family</b>
<b>Monthly Premium</b>	\$15	\$64.30
<b>Annual Deductible</b> (in-network)	\$1,400	\$2,800

### **HDHP**

The High Deductible Health Plan offers lower monthly premiums. However, it requires a higher annual deductible.

### **Detailed Plan Information Below**

Below you will find the HMO (Capital Health Plan) and PPO detailed Health Insurance Booklets.

[CHP State Employees HMO Group Health Insurance Plan and Benefits Document](#)

[PPO Group Health Insurance Plan Booklet and Benefits Document](#)

# Additional Health Insurance Benefits

## Health Savings Account (HSA) —

**Overview:** The HDHP Offers the option to open an HSA. The University will contribute towards this account, even if you do not make additional contributions.

**Key features:**

- Pre-tax funds for medical purposes
- Accumulates interest on rollover balances
- Participants 55 and older can contribute an extra \$1,000/year

**Other considerations:** You must open a Chard Snyder account through the People First website to utilize the funds. Employees 65 and older are ineligible for an HSA.

Yearly Contribution	Individual	Family
Employee	\$3,600	\$7,300
Employer	\$500	\$1,000

## Prescription Medication —

**Overview:** Prescriptions insurance is fulfilled by CVS/Caremark. Employees will receive a prescription card in addition to your health insurance card.

**Key features:**

- Members may obtain prescriptions at either a local pharmacy or through the mail-order service
- PPO Plan members **must** use 90-day supply for all maintenance drugs
- HMO plan members may use the 90-day mail order option to reduce prescription costs

**Other considerations:** Most pharmacies accept CVS/Caremark, with the exception of Walgreens. Medication Synchronization is available for you to use one time each year. This enables your pharmacist to synchronize all of your medication refills so that you can pick them up on the same day.

Prescription drug class	30-day supply	90-day supply
Generic	\$7	\$14
Preferred Drugs (contact provider for a list)	\$30	\$60
Non-preferred	\$50	\$100

Questions about your prescription drug costs, available generic alternatives, specialty medications, mail order or locating a network pharmacy can be directed to CVS/Caremark: 888-766-5490 or [caremark.com/sofrxplan](https://www.caremark.com/sofrxplan).

## Flexible Spending Accounts (FSA) —

**Overview:** Flexible spending accounts allow employees to set aside pre-tax dollars to cover medical and dependent care expenses.

### Key features:

- Your elected amount is deducted from the remaining paychecks for the year and renews automatically
- Healthcare & Limited Purpose accounts allow you to roll over up to \$550 to the next calendar year



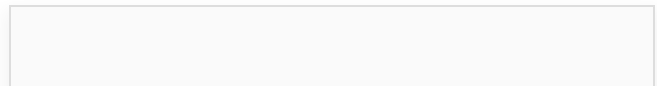
- The Dependent Care account funds do not roll over, they are use-it or lose-it.

**Other considerations:** If you are enrolled in the High Deductible Health Plan with an HSA, you are only eligible to enroll in the Limited Purpose FSA.

<b>FSA Account Type</b>	<b>Minimum Election</b>	<b>Maximum Election</b>	<b>Expenses</b>	<b>Other</b>
<b>Health Care</b>	\$60	\$2,750	For tax deductible medical expenses	\$550 roll over to next calendar year
<b>Limited Purpose</b>	\$60	\$2,750	Available if enrolled in an HDHP plan with an HSA	\$550 roll over to next calendar year
<b>Dependent Care</b>	\$60	\$5,000	For expenses incurred for care of dependents	Grace period. Funds are use-it-or-lose-it

### 3 Ways to Save

There are three ways to save with benefit options that allow you to shop for health care services, earn tax-free financial rewards, and reduce out-of-pocket health care costs. These benefits are designed to save the state money and allow you to share in these savings through Healthcare Bluebook, Surgery Plus, and Chard Snyder.



Healthcare Bluebook

Website that allows members to shop for health services based on cost and quality. Use this service to earn financial rewards.

SurgeryPlus

A voluntary benefit that provides non-emergency surgical services. Separate from your health plan and is able to bundle services together to reduce costs and

Chard Snyder

The administrator for the Health Reimbursement Account. This pretax account can be used when rewards are

earned to reimburse

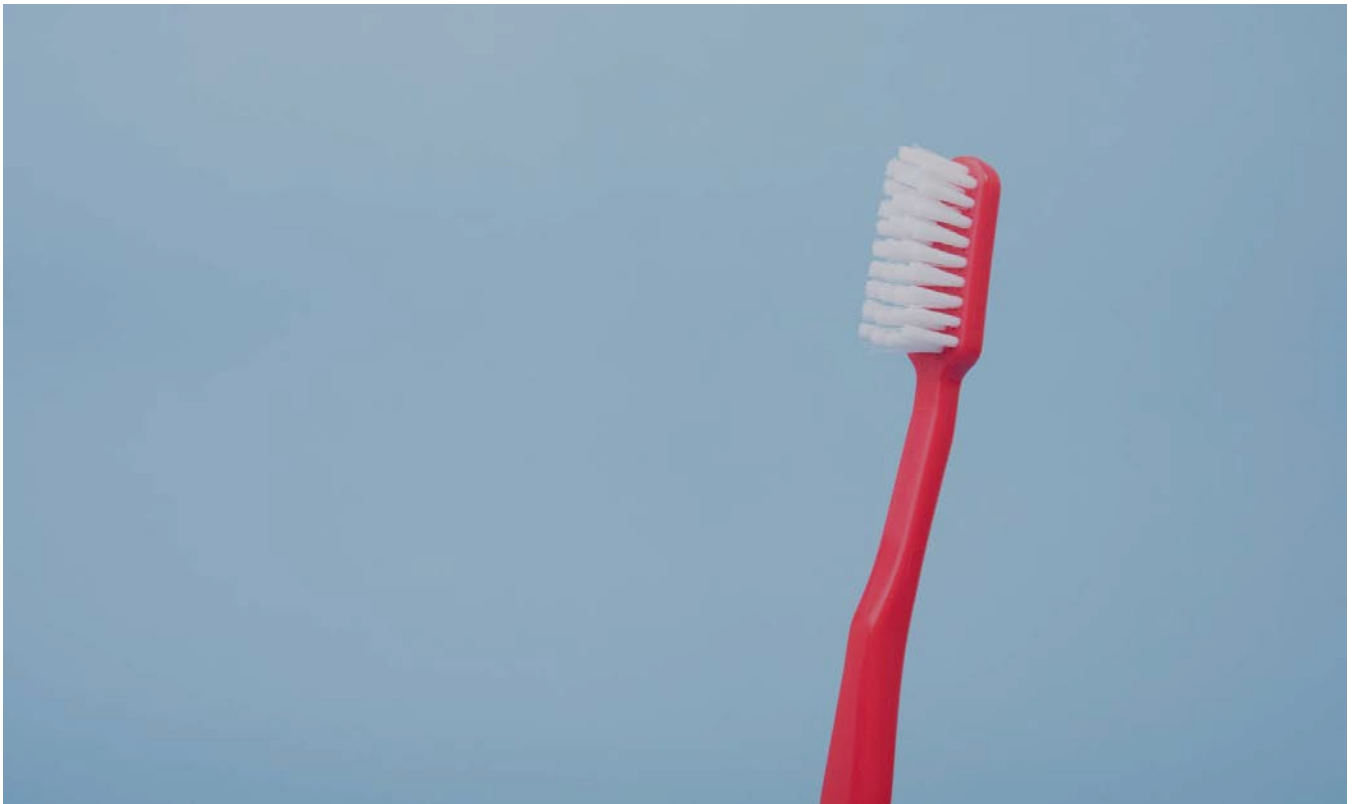
**i** For more information please visit [mybenefits.myflorida.com/health](https://mybenefits.myflorida.com/health).

**For questions contact:**

- **People First at 1-866-663-4735, or visit [peoplefirst.myflorida.com/peoplefirst](https://peoplefirst.myflorida.com/peoplefirst)**
- **FSU Benefits office at 850-644-4015 or email [insurance@fsu.edu](mailto:insurance@fsu.edu)**

# Dental Insurance

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## Dental Plans

Dental insurance is separate from health insurance. There are 4 different dental plans available to FSU employees:

- Prepaid (or HMO)
- PPO
- Indemnity with PPO
- Indemnity

Providers may drop out of the plan at any time. This is not a qualifying event to change plans, so be sure to verify that your dentist accepts the State dental plan you are considering.

Plan brochures and contact information are available on the State's MyBenefits [Dental Insurance](#) website to compare policies and monthly premiums.

## Overview of Dental Plans

### Prepaid —

The Prepaid dental plan is an HMO structure where services are limited to a network of providers. If you use a dentist that is not part of the network, you will have to pay the entire amount for services received.

- You pay a specific dollar amount, per service you receive
- You cannot change dental plans based on provider preference, except during open enrollment
- This plan includes Orthodontia benefits for children & adults

### PPO —

PPO dental plans allow you to receive care from the dentist of your choice. You will pay less by staying within the PPO network.

- The annual deductible must be met before the plan starts paying benefits
- Orthodontia benefits for children & adults are included with this plan, **except** for the Preventive PPO plans

## Indemnity with PPO —

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

- There is an annual deductible & co-pays
- Cost is lower for in-network providers
- More out-of-pocket expenses
- Orthodontia: varies by company

## Indemnity —

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.

- There is an annual deductible & co-pays
- Cost is lower for in-network providers
- This plan includes Orthodontia benefits for children & adults



**Premiums, dental companies and provider benefit plan brochures are available on the People First [Dental Insurance](#) website.**

# Vision Insurance

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## Vision Plan

An eye exam is included in your health insurance policy. Vision insurance is separate from 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.

<b>Benefit</b>	<b>Frequency of Benefit</b>
Eye Exam	Once every 12 months
Frames	Once every 24 months
Eyeglass Lenses <u>or</u> Contact Lenses	Once every 12 months

### **Vision Insurance**

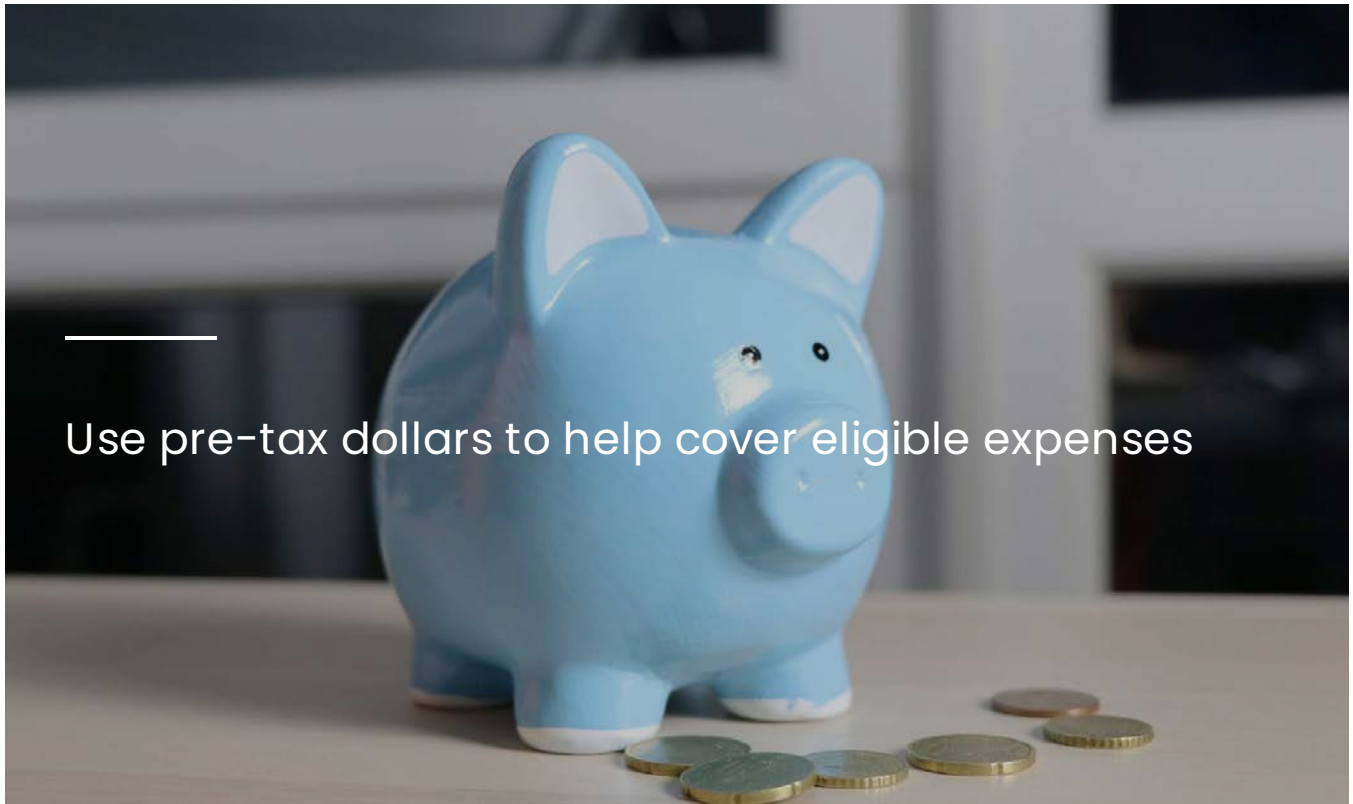
Elective contact lenses: \$150 allowance.

\* You can also receive an eye exam with your health insurance coverage.



# Flexible Spending Account (FSA)

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Use pre-tax dollars to help cover eligible expenses

## What Is a Flexible Spending Account (FSA)?

A Flexible Spending Account, or FSA, is a special account that you put money into that you can use to pay for certain out-of-pocket health care costs. You don't pay taxes on this money, which means you'll save an amount equal to the taxes you would have paid on the money you set aside. The provider for the Flexible Spending Account is Chard Snyder. You may pay for eligible expenses using your Chard Snyder Benefits card or submitting reimbursement claims online via the Chard Snyder member portal.

# Maximum Annual Contributions

- **Healthcare:** \$2,750 per year per employee
- **Dependent care:** \$5,000 per year per family

FSA Account Type	Minimum Election	Maximum Election	Expenses
Health Care	\$60	\$2,750	For tax deductible medical expenses
Limited Purpose	\$60	\$2,750	Available if enrolled in an HDHP plan with an HSA
Dependent Care	\$60	\$5,000	For expenses incurred for care of dependents

## Do Unused FSA Funds Rollover?

You must use the money in an FSA by December 31 of the plan year and submit all claims by April 15 of the next plan year. If any funds are remaining, up to \$550 will be carried over into the following plan year for the Healthcare FSA and Limited Purpose FSA. Dependent Care FSA funds must be used by April 15 of the next plan year, otherwise unused funds are forfeited to the state of Florida.

Amounts over \$550 will be forfeited.

[Estimate Your Expenses](#)



Before enrolling:

- Estimate expenses for the plan year – the [tax savings calculator](#) can help you do that.
- Read about some [important considerations](#) before making your FSA choices.

## Examples of Eligible FSA Expenses

Below are examples of FSA Eligible Expenses. For the full list of Eligible Expenses click [here](#).

### Medical —

- Deductibles
- Copays
- Prescriptions
- Hospital costs

### Dental —

- Deductibles
- Copays
- Orthodontia

## **Vision** —

- Prescription glasses
- Prescription sunglasses
- Contact lenses and products

## **Physician Prescription Not Required** —

- Bandages and wraps
- Braces and supports
- First aid supplies
- Diabetic supplies
- Diagnostic tests and monitors
- Wheelchair, walker, cane

## **Dependent Care Eligible Expenses** —

- Daycare centers
- In-home daycare
- Summer day camp
- Nursery and preschool programs

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For more information on the FSA visit this [FAQ page](#) or the Health Savings & Spending Accounts section of [myBenefits](#).

# Life Insurance

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## State Life Insurance

The University provides several options for life insurance. Below are the State sponsored programs available to FSU employees.

### Basic Life Insurance —

University employees receive a \$25,000 Basic Life insurance benefit. The premium is paid by the University for full-time employees. All full-time employees are automatically enrolled into the plan. Part-time employees must elect the coverage. This is a Term Life Insurance policy.

### **Optional Life Insurance** —

Optional life insurance is an after-tax benefit available for additional life coverage for up to \$1,000,000.

You can enroll in one to five times your salary, or up to \$500,000, without proof of good health.

You can enroll in six to seven times your salary, or up to \$1,000,000 with proof of good health. Employees pay the entire optional life premium cost. This is a Term Life Insurance policy.

### **Spouse and Child Life Insurance** —

Coverage is available for Spouses and eligible dependent children through the State's Spouse and Child life insurance policies.

You may choose from \$15,000 or \$20,000 coverage for your spouse. If your spouse works for another State Agency or University, then the Spouse life coverage is not available.

Child life insurance provides a \$10,000 death benefit and is \$.85 a month, regardless of the number of dependents added to the coverage.

These are both after-tax benefits where the employee pays the entire premium.

## **Supplemental Life Insurance**

Group Whole Life insurance, from Gabor Financial Solutions, is offered on a Guaranteed or Simplified Issue basis during the first 90 days of employment for an eligible employee, spouse,

and dependents.

Group Term Life insurance offers Guaranteed Issue to new employees during the first 60 days of employment. No medical history questions are required.

Individual Term & Whole Life insurance coverage is available for employees and eligible spouses & dependents with underwriting.

<b>Life Insurance Type</b>	<b>Description</b>
Group Whole Life by MassMutual Life	<ul style="list-style-type: none"><li>• Guaranteed Death Benefit, Level Premium, Increases in Cash Value</li><li>• A benefit up to \$250,000 for employees, up to \$50,000 for spouses, up to \$25,000 for dependents</li><li>• Guaranteed or Simplified Issue to eligible employees, spouses, and dependents during the first 90 days of employment or during special open enrollments</li></ul>
Group Term Life by Standard	<ul style="list-style-type: none"><li>• A benefit up to 4 times the employee's salary</li><li>• A maximum of \$200,000</li><li>• Guaranteed issue to employees, spouses and dependents during the first 60 days of employment or during special open enrollments</li></ul>
Individual Term Life by Symetra Life	<ul style="list-style-type: none"><li>• Customizable Coverage- choose a term of 10, 15, 20, or 30 years</li><li>• Level Premiums are age &amp; gender based</li><li>• Fully underwritten</li><li>• Portable</li></ul>

#### Group Life Insurance Options

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## Options

There are a variety of life insurance plans available to FSU employees, their spouses, and dependent children. Please contact Gabor Financial Solutions for rates and enrollment



procedures, 850-894-9611.

# Supplemental Insurance

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## **Hospital, Cancer, Short-Term Disability & Accident Insurance**

There are several companies that offer supplemental hospital, cancer, short term disability, and accident insurance. This coverage is independent of health insurance. Plans vary by company (AFLAC, Cigna, Colonial, New Era); contact the individual provider company for more rate quotes and plan details. Enroll with People First and complete any separate applications before the coverage begins.



The following lessons describe the voluntary supplemental insurance options for FSU employees.

# Accidental Death & Dismemberment Insurance (AD&D)

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## Quick Facts

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**GABOR**  
FINANCIAL  
SOLUTIONS

AD&D is underwritten by  
The Standard

1 of 3

**Guaranteed**

Available Guaranteed  
Issue to all eligible new  
full-time employees

2 of 3

**Coverage**


Units of \$1,000;  
\$350,000 max

## Coverage

Coverage is guaranteed issue at any time to full-time employees only (no medical exam required). Enrollment in an AD&D plan is through Gabor Financial Solutions. This coverage pays a cash benefit directly to the employee for a covered accident or dismemberment.

You may add Family Coverage at:

- Spouses: 55% of employee's requested amount
- Spouse & Dependent Children: 45% of employee's requested amount (spouse), and 10% employee's requested amount (children)
- Dependent Children Only: 15% of employee's requested amount

 For more information, visit the Gabor Financial Solutions [Accidental Death and Dismemberment Insurance website](#).

# Critical Care

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## Critical Care Insurance

Critical Illness Insurance provides financial assistance to off-set loss of income incurred from treatment, expenses related to travel & lodging, out-of-pocket medical expenses, and rehabilitation expenses incurred by a critical illness.

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**Policy provided through Colonial Life. Guaranteed (no medical exam required) for new hires for up to \$15,000.**

**For More Information Call: 888-756-6701**



# Disability Insurance

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## Long Term Disability

Long Term Disability Insurance, underwritten by The Standard Insurance Company, offers supplemental income should you become disabled and unable to work. Benefits are paid at a rate equal to 60% of your gross monthly income prior to the disability. To be eligible for benefits, employees must work a minimum of 20 hours/week.

### Eligibility —

- To be eligible for benefits, employees must work a minimum of 20 hours/week
- Offered Guaranteed Issue to full-time employees for the first 90 days of employment

### Description of Benefits —

Benefits will start on the 31st or 91st day of disability, depending on the plan chosen. The employee must be unable to work for 30 or 90 consecutive days.

Benefits:

- Monthly benefit = 60% of pre-disability earnings
  - Less benefits from other integrated income up to a monthly benefit of \$15,000
- Examples of other integrated income:

- Workers' Compensation
- Disability retirement
- Payment of sick leave

## **Long Term Benefits** —

Excluding the elimination period, anyone disabled for 12 continuous months and eligible will receive:

- A 2% cost of living adjustment (COLA) up to 5 years
- An annuity benefit of 11% (in addition to regular monthly benefits)

Annuity Benefit begins after the claimant has received 9 months of disability benefits. COLA is every 12 months.

## **Exclusions** —

- Any disability which begins in the first 12 months after the effective date of coverage
- Any disability resulting from a pre-existing condition occurring within 3 months of the coverage effective date

## **Short Term Disability**

Short Term Disability Insurance, offered by Colonial Insurance Company, helps supplement your income during a period of short-term disability to help cover the following expenses:

- Mortgage or rent payments
- Utility bills & other household expenses
- Food, clothing & other necessities
- Copayments
- Health costs not covered under other plans
- Travel & lodging expenses for treatment

# Long Term Care

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## What is Long Term Care?

The type of assistance you would need if you become chronically ill and unable to handle some of the basic activities of daily living, or if you require substantial supervision due to cognitive impairment.

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## **Benefit** —

Long term care insurance can help you stay independent for as long as possible, enabling you to receive care in the location that you choose. This can be in your home, community adult day care center, hospice care facility, assisted living facility, or nursing home.

## **Details** —

Offered Guaranteed Issue to eligible new employees within 60 days of employment. The policy is underwritten by UNUM Insurance Company of America. Coverage is portable.

## **Current Employees** —

After 60 days, available with group discount to all full-time employees, ages 18-64. Medical exam may be required.

# How to Enroll in Supplemental Insurance Plans

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You must enroll with the provider to receive supplemental benefits. Each of these supplemental programs can be discussed in more detail with the corresponding representatives.

***Gabor Financial Solutions***

**850-894-9611**

Covers:

Life Insurance

Long Term Disability

Long Term Care

Accidental Death & Dismemberment

***Colonial Life***

**888-756-6701**

Short Term Disability

Critical Care

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**Remember:**

- **Enrollment Deadline for Benefits: 60 days from date of hire to enroll with People First**
- **9 & 10 month faculty insurance premiums are doubled in the spring semester to cover summer months of coverage**
- **Changes can be made during Open Enrollment or with a Qualifying Status Change (QSC) event**
- **Contact HR Benefits if you are hired during the summer**



**Human Resources - Benefits University Center A, Suite 6200**

**Contact us: (850) 644 - 4015; [insurance@fsu.edu](mailto:insurance@fsu.edu)**



# Benefits & Perks

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FSU provides a variety of additional benefits to its employees. These benefits are described in the following sections.

# College Costs & Tuition

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## Savings Plans

Looking for ways to save for future college expenses? These two programs provide you with options for tax-free savings.

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Lock in current college

## **Florida Prepaid College**

costs for eligible dependents. Annual open enrollment from October - January. Several Tuition & Dormitory plans are available. For more

## **Florida 529 Savings Plan**

IRS Section 529 - College Investment Plan allows employees to invest pre-tax dollars to withdraw & use for college expenses.

 **Call (800) 522-4723 for more information.**


## **FSU Employee Tuition Scholarship**

Full-time salaried employees can take advantage of 6 free credit hours each academic term at FSU. Courses are for degree or non-degree seeking students regardless of job relevancy.

The employee is responsible for the cost of books and additional course fees.

## Details

- Only for courses taken at FSU.
- Requires supervisor and department head approval.
- No more than one course can be taken during regular business hours. Time away from work must be made up within the same pay period.
- The program applies to bachelors, masters and doctoral level courses, but it applies to regular courses only. Please see the official [Guidelines and Application document](#) for specific exclusions to this program.

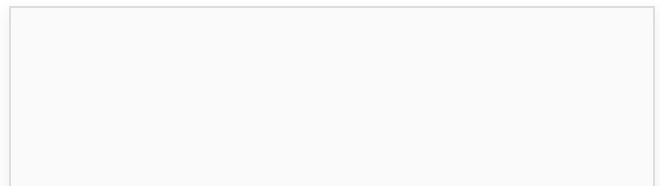
 **For more information visit the Human Resources website or call (850) 644-6127**

# U.S. Legal

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U.S. Legal provides legal services and identity theft coverage. There are two coverage levels available. These can be enrolled separately or combined.



## Family Defender

Provides personal legal needs: consultations, estate planning, real estate, divorce, DUI, traffic violations, and more.

## The Identity Defender

Provides protection against identity theft: fraud monitoring, credit/debit card monitoring, lost wallet, identity theft insurance, identity restoration, and more.

 Visit [this website](#) for more information on both services and how to enroll.

# Seminole Savings

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## **Employee Discount Program**

Seminole Savings provides discounts on products and services at participating businesses.

Visit the [Seminole Savings](#) page on the FSU Human Resources website for a list of participating vendors. Remember, most vendors will need to see your FSU Card or a printed coupon to redeem the discount.

# Campus Resources

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## Payroll

All employees are required to participate in the University's Direct Deposit program as a condition of employment. New employees must sign up for mandatory direct deposit when they complete their on-boarding process. Changes can be made at any time through OMNI Employee Self Service.

Florida State University offers a variety of on-campus resources to employees.

**EMPLOYEE ASSISTANCE PROGRAM**

**CAMPUS DINING: MEAL PLANS**

**FITNESS FACILITIES**

The Employee Assistance Program (EAP) is a free, confidential program that provides a professional support system for the faculty and staff of the University. EAP is committed to improving the well-being of FSU employees through a program that helps in addressing personal and/or workplace difficulties with licensed mental health professionals. Employees have access to short-term counseling, supervisor consults, organizational development opportunities, mediation services, and an emergency loan program.



**EMPLOYEE ASSISTANCE PROGRAM**

**CAMPUS DINING: MEAL PLANS**

**FITNESS FACILITIES**

Faculty and staff can save at every on-campus meal by purchasing a meal plan, which can be paid for by payroll deduction. Flexible meal plan options are available for as little as \$6 per meal. For more information visit the [Seminole Dining website](#).



EMPLOYEE ASSISTANCE  
PROGRAM

CAMPUS DINING: MEAL  
PLANS

FITNESS FACILITIES

Faculty and staff may purchase [annual memberships](#) to the Leach Recreation Center and the Fitness and movement Clinic. Payroll deduction is available.



## Professional Development Opportunities

Florida State University's [Office of Training & Organizational Development](#) (TOD) is responsible for assisting in the achievement of strategic goals and objectives of the FSU organization through a focused delivery of workplace training and personal development amongst University employees. Employees are encouraged to take advantage of the various training opportunities. Visit the [Training Calendar](#) to view upcoming courses.

## Parking & Transportation

Parking permits are required to park on campus 24/7. Permits are issued to a specific individual and may not be transferred to another person. There are various permit types to provide equitable access to specific parking areas. Each permit is restricted to the parking location that matches the letter on the permit as assigned. Employees must register their vehicle(s) by going online or visiting the [Parking & Transportation Services office](#).

## Employee Dependent Tuition Scholarship

Florida State University provides dependent children of full-time faculty and staff with a [scholarship opportunity](#) to obtain tuition assistance for an undergraduate education at FSU. Human Resources will choose at random from a pool of applicants a limited number of eligible dependent children of qualified faculty and staff.

# Retirement Overview

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## Investing in Your Future

As an employee of Florida State University you are eligible to participate in one of the three Florida Retirement System plans. Participation in one of these three plans is mandatory for all salaried USPS and A&P employees, as well as faculty.

Employee	Eligible Retirement Plan
USPS	FRS Pension FRS Investment
A&P & Faculty	FRS Pension FRS Investment Optional Retirement Program (ORP)

State of Florida Retirement

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### Options

- The Optional Retirement Program (for A&P staff and faculty members only)
- The Florida Retirement System Pension Plan
- The Florida Retirement System Investment Plan.

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If you have previously worked for another Florida university, community college, State agency, or local government, you may already have membership in one of these retirement plans. This may impact your retirement plan selection as a new employee at FSU. Please consult with a Human Resources Benefits team member if you have any questions about choosing a retirement plan.





# FRS Pension Plan

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## Pension

The FRS Pension Plan is a traditional defined-benefit pension plan. Upon retirement, the FRS Pension Plan will provide you with a monthly retirement check, paid to you for the remainder of your lifetime. The Pension Plan requires a mandatory 3% pre-tax employee contribution.

## Qualifications

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The pension plan has an 8 year vesting period. As an FRS Pension Plan member, you must work a minimum of 8 years in a salaried position to be eligible to receive a monthly pension check upon retirement.

- The 8 years do not need to be worked consecutively
- If you complete your working career without accumulating a total of 8 years of service, you will not be entitled to receive a benefit



## Eligibility —

Normal retirement under the Florida Retirement System Pension Plan occurs at age 65, or after completing 33 years of service, at any age. You may continue to work after age 65 or 33 years, and retire at a later date.

As long as you are vested under the plan, you may choose to retire early, before reaching the normal retirement age or years of service. If you choose to retire before you are eligible for a normal retirement benefit, then your monthly retirement payments will be reduced by 5% for every year that you are under age 65.

## Payment Calculation —

The Annual Retirement Benefit is based on:

- The Average Final Compensation
- Years of 'creditable' service (A&P and USPS)
- Percentage value per year

The Average Final Compensation (AFC) is the average of your eight highest fiscal year salaries earned while working under the FRS. The State of Florida uses fiscal years – July through the following June – instead of traditional calendar years.

Your AFC is then multiplied by the number of years of service, and then multiplied by a percentage factor. The percentage factor for most employees is 1.6%, and for Special Risk employees it is 3%.

The resulting dollar amount is your yearly Pension Plan benefit.

**AFC x Years of Service x % value per year = Yearly Pension**

## **Additional Plan Details** —

FRS Pension Plan members are also eligible to receive benefits if retiring due to a permanent disability. To qualify for disability retirement, you must have a minimum of 8 years of eligible service under the FRS.

- You are eligible to receive benefits if retiring due to a permanent disability. To qualify for disability retirement, you must have a minimum of 8 years of eligible service under the FRS.
- Certain family members may be eligible to receive survivor benefits if you pass away before becoming eligible to receive your Pension retirement.
- You may continue your health insurance as a retiree. A Health Insurance Subsidy (HIS) of \$5 per year of service, maximum \$150, is added to your monthly benefit.
- The monthly pension benefit (excluding HIS) is subject to an annual cost of living adjustment based on current law.
- Part-time A&P and USPS employees receive full retirement credit.

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The FRS Pension Plan is an excellent choice for employees who expect to have a relatively long career working in public employment in the State of Florida.

**i** Please note that if you have State of Florida service prior to July 1, 2011, under the Florida Retirement System you would fall under the previous vesting and normal retirement guidelines. Please contact your Human Resources benefits specialist with questions.

## **FRS Pension Plan – DROP**

### **Deferred Retirement Option Program (DROP)**

Once you reach normal retirement eligibility under the Pension Plan, you can choose to join the Deferred Retirement Option Program, or DROP. DROP allows you to retire from the Florida Retirement System, while continuing to work for your FRS employer for a specified period – usually 5 years.

- Begin accumulating retirement benefits without terminating employment – up to 60 months
- Eligible once requirements for normal retirement are met (vested; age or years of service)
- Eligibility to join expires 1 year after normal retirement requirements are met

- Exception: employees who have 33 years of service before age 60 can defer participation

To maximize the amount of time you can participate in DROP, you should enroll in the program as soon as you become eligible. Individuals who have attained the required 33 years of service at a young age may wait until the month of their 60th birthday to enter DROP, and still remain in the program for the full 5 years.

## Special Risk Class



### **ONLY APPLIES TO CERTAIN LAW ENFORCEMENT EMPLOYEES**

If your position is eligible for membership in the Special Risk Class, you are eligible for normal retirement at age 60, or after completing 30 years of service. As with other members, early retirement will cause your monthly benefit to be reduced by 5% for every year that you are short of your normal retirement age.



You have until 4:00 pm ET on the last business day of the 8th month after your month of hire to enroll in the Pension Plan.

You will automatically be enrolled into the FRS Investment Plan if you fail to make an election.

**Exception:** If you are in the Special Risk Class, the Pension Plan will be considered your 1st Election by default.

# FRS Investment Plan

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## Investment

The FRS Investment Plan is a defined contribution plan, similar to a 401(k). The plan requires a mandatory 3% pre-tax employee contribution. The University will also contribute an amount, set by the Legislature, to an investment account, currently, 6.3% (combined total of 9.3%).



## ***Investment Plan***

### **Qualifications**

The investment plan has a 1 year vesting period. As an FRS Investment Plan member, you must work a minimum of one year in a salaried position to be eligible to receive a benefit. The normal retirement age is 59 1/2.

## ***Investment Plan***

### **Benefits**

As the owner of the Investment Plan account, you control how you want the contributions to be invested. You can choose from many fund options of different risk levels, such as stocks, bonds and equities.

## ***Investment Plan***

### **Details**

Investment Plan members are not permitted to participate in DROP and will not earn yearly cost of living adjustments. Once you retire from this plan, you may continue your health insurance and also receive the Health Insurance Subsidy.



**i** **REMEMBER:** You have until 4:00 pm ET on the last business day of the 8th month after your month of hire to enroll in the Pension Plan. You will automatically be enrolled into the FRS Investment Plan if you fail to make an election.

**Exception:** If you are in the Special Risk Class, the Pension Plan will be considered your 1st Election by default.

# Optional Retirement Program

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## **ORP**

A&P employees and faculty have the choice to enroll in The Optional Retirement Program (ORP). The ORP is a defined contribution plan – similar in some ways to the FRS Investment Plan. This plan requires a mandatory pre-tax employee contribution, while the University contributes an additional percentage. The total contribution goes to an approved ORP provider of your choice to be invested by you.

- Employee pre-tax contributions - **Mandatory:** 3% **Voluntary:** Up to an additional 5.14%
- University contribution: 5.14% of gross salary
- No vesting period; members own the rights to their benefit from the first day they are hired at FSU. These rates are set by the Legislature each year and can change
- Deadline to enroll: 90 days from date of hire (strictly enforced). The employee must execute a contract with at least one Investment Provider Company to establish an ORP account and complete the [ORP-Enroll-1 form](#)

## Details

No restrictions on starting, stopping, and changing any voluntary contributions to the plan.

## Contributions

The IRS limits per calendar year:  
\$20,500 if under age 50;  
\$27,000 if age 50+.

Note: only voluntary contributions count towards the IRS limit,

**Contact**

Investment company representatives for tax law/limit information.

** IMPORTANT: ORP members are not eligible to use the 2nd Election to switch retirement plans.**

## Approved Providers

The State of Florida requires ORP participants invest their funds with one (or more) of the approved investment provider companies. There are several investment companies authorized to provide services for ORP members. Contact a participating company for more information or to enroll.

1

AIG – (850) 297-0780

2

Equitable – (850) 893-9535

3

TIAA – (877) 267-4510; online enrollment available at [tiaa.org/fsu](https://www.tiaa.org/fsu)

4

Voya – (850) 894-9611

# FRS 2nd Election

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You have approximately 8 calendar months in which to elect participation in the FRS Pension or Investment Plans. If no election is made, you will default into the FRS Investment Plan. If, later on in your career, you decide you want to switch to the other FRS plan, you may use your **2nd Election**.

---

**Please note that ORP members are not eligible to use the 2nd Election to switch retirement plans.**

1

FRS plan members (excluding renewed members) have one opportunity to switch plans. Member may switch from the FRS Pension Plan to FRS Investment Plan **OR** from FRS Investment Plan to FRS Pension Plan.

2

ORP members are not eligible to use the 2nd Election.

3

A finalized 2nd Election **cannot** be undone.

4

Switching to the FRS Pension Plan may require additional out-of-pocket expense.

---

To inquire about your 2nd election please contact the Florida Retirement System at [myfrs.com](https://myfrs.com) or by calling (866) 446-9377.

**i** The 2nd Election is a one-time opportunity to move between the two FRS plans. The decision to use the 2nd Election becomes final once it has been processed by the Florida Retirement System.

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**Members wanting to switch from the FRS Investment Plan to the FRS Pension Plan will be required to use their Investment Plan funds to buy into the Pension Plan. The cost of buying into the Pension Plan is determined by calculating the amount the University would have contributed to the Pension Plan, plus interest, had the employee been a member of the Pension Plan from the date of hire. If the member's investment plan account does not have enough money to fund the buy-in amount, the member may have to pay some out-of-pocket funds to finance the switch.**

# How to Enroll in Retirement Plans

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You must use the appropriate enrollment forms to make your plan selection. Forms are available on the [FSU Human Resources website](#), or at [MyFRS.com](#).



Remember: ORP enrollment is not considered complete until contract paperwork is signed with your investment provider company.

**i** If you do not elect a retirement plan, you will automatically be enrolled in the FRS Investment Plan at the end of the 8th month after your month of hire.

**Exception:** If you are in the Special Risk Class, the Pension Plan will be considered your 1st Election by default.

### Retirement Plans

Employee	Retirement Plan	Enrollment Form(s)	Enrollment Deadline
Full-time	Optional Retirement Program	<u>ORP-ENROLL-1</u>	90 days from hire date.
	FRS Pension FRS Investment	<u>ORP-ENROLL-1</u> and <u>ELE-1-EZ</u>	4:00 pm ET on the last business day of the 8th month after your month of hire.
Part-time	FRS Pension	<u>ELE-1-EZ</u>	4:00 pm ET on the last business day of the 8th

	FRS Investment		month after your month of hire.
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**Enrollment for the FRS Pension Plan and FRS Investment plan can also be completed at [myfrs.com](https://myfrs.com).**

# Voluntary Retirement Plans

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In addition to the State-sponsored retirement benefits, the University allows employees to participate in three types of voluntary retirement plans.

Retirement Plan	Deduction
Tax Sheltered Annuity 403(b)	Pre-Tax
Deferred Compensation 457	Pre-Tax
Roth 403(b)	After-Tax

**Enrollment in one of these plan options is entirely optional.**

## Tax Sheltered Annuity 403(b)

Employees can participate in FSU's 403(b) Tax-sheltered annuity program. The pre-tax 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. Please view the [additional information and related forms](#) for this option.

- Reduce taxable income
- Subject to yearly contribution limits: \$20,500 if under age 50; \$27,000 if age 50+
- Voluntary ORP contributions count toward limit
- Contributions can be started, stopped or changed at any time
- Contributions and earnings are fully accessible to the participant after he or she has terminated from employment, or has reached age 59½

## Participating Investment Companies

### AIG

[LEARN MORE](#)

### Voya

[LEARN MORE](#)

### TIAA

Enrollment in the 403(b) and the Roth 403(b) can be completed online.

[LEARN MORE](#)

## Deferred Compensation - 457

Deferred Compensation accounts are another way employees can save for retirement on a pre-tax basis. The yearly contribution tax limit for Deferred Compensation is separate from the limit for the Tax Sheltered Annuity 403(b).

- Administered by the State of Florida
- Subject to yearly contribution limits: \$19,500, if under age 50; \$26,000, if age 50+ (separate limit from 403(b))
- Review the plan providers on the [Florida Deferred Compensation Plan](#) website for tax law/limit information

There are several companies available within this plan. Contact the Bureau of Deferred Compensation for more information or to enroll.

(877) 299-8002 or visit the [Florida Deferred Compensation Plan](#) website.

## After Tax - Roth 403(b)

FSU employees also have the option to contribute to an after-tax Roth 403(b) retirement account. A Roth 403(b) is similar to the Traditional 403(b) and 457 plans, except that all contributions are made using after-tax, not pre-tax, dollars. Expand the tabs below for more information on this option.

## Overview —

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.

## Contributions and Benefits —

All contributions to the FSU Roth 403(b) plan are voluntary – and the amount contributed may be started, stopped or changed at any time. Contributions and earnings are fully accessible to the participant after he or she has terminated from employment, or has reached age 59½.

## Enrollment —

To enroll in the FSU Roth 403(b) program, please contact one or more of the Investment Providers. You will be required to complete an annuity contract to initially set up your Roth 403(b) account. The investment company representative will ensure that your contribution request is submitted to FSU for processing.

- [AIG](#)
- [Voya](#)
- [TIAA](#)



# Reemployment

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## Reemployment Restrictions

The Florida Retirement System has strict rules about reemployment after retirement. It is important to understand that any employee, regardless of age or years of service, who begins receiving their FRS Pension Plan, Investment Plan, or ORP benefit, becomes a retiree of the State of Florida, and may be subject to certain restrictions if returning to public employment at a later date. Be aware that these restrictions only apply to former FRS retirees who come back to work at state of Florida agencies. FRS retirees are free to work for any private employer, or public employer outside of the State of Florida, without any restrictions.



FRS Pension Plan retirees, including individuals who participated in DROP, are not eligible to earn an additional State retirement benefit of any kind. Upon reemployment, these rehired retirees will not be earning service credit toward a second retirement, nor will FSU or any other state of Florida agency make any contributions toward an additional retirement. The rehired retiree will still have access to the benefits from their first retirement, as dictated in the reemployment restrictions.

Retirees of the FRS Investment Plan or ORP are eligible to enroll in a retirement plan upon returning to employment. This renewed membership will be in either the FRS Investment Plan or ORP, depending on the classification of the new position.

### Rehire Policies

#### Waiting Period

6 full months from your Florida Retirement System Retirement date there can be no paid or unpaid services performed for any FRS covered employer.

#### Repayment

Financially liable for repayment if in violation

repayment, if in violation.

**1st Year**

One full year after  
"retirement" - no further  
restrictions.

**i** **ORP participants and Investment Plan participants have to wait three full calendar months before they are eligible to take a distribution. The month they take the distribution is when the FRS considered them to be retired and that is when the six calendar months would start.**

# Quiz

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Now that you've finished the New Employee Orientation module on Benefits and Retirement, please complete the following quiz to test what you've learned. You'll need to score at least an 80% to pass.

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**Question**

**01/08**

How many days do employees have to make changes after experiencing a qualifying event?

---

30

45

60

90

**Question**

**02/08**

If I enroll in health insurance today, it will be effective tomorrow.

---

True

False

**Question**

**03/08**

Who do I contact to make a change in my benefits when I experience a Qualifying Status Change (QSC)?

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- My Department Rep
- People First
- Human Resources
- FSU Payroll

**Question**

**04/08**

Who is not considered a legal dependent?

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- Spouse
- Biological, Step, Foster, Adopted or Legal guardianship child
- Ex-Spouse
- Newborn child of a covered dependent

**Question**

**05/08**

What is the vesting period for the FRS Investment Plan?

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- 1 year
- 60 days
- 8 years
- There is no vesting period



**Question**

**06/08**

The yearly contribution tax limits for Deferred Compensation is separate from the limit for the Tax Sheltered Annuity 403(b).

---

True

False

**Question**

**07/08**

What percentage do employees pay for their retirement contribution?

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7.15%

2%

5.14%

3%

**Question**

**08/08**

What is the vesting period for the FRS Pension Plan?

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- 1 year
- 60 days
- 8 years
- There is no vesting period

# Contact Information

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If you have further questions regarding any of the information in this course, please visit the **FSU HR Benefits** website or contact us directly to speak with a member of the Retirement and Insurance team at (850) 644-4051, or via email at [retirement@fsu.edu](mailto:retirement@fsu.edu) or [insurance@fsu.edu](mailto:insurance@fsu.edu).

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Thank you for completing this course!

## HOW DID WE DO?



### **We Want Your Feedback!**

Please take a brief survey to help improve upon future training for FSU employees.

[GIVE FEEDBACK](#)

# Training Evaluation

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We want your feedback!

Please take a **brief survey** to help improve upon future

training for FSU employees.