WHOI Open Enrollment

OCTOBER 21—NOVEMBER 15, 2013

Welcome to 2014 Open Enrollment

IMPORTANT DATES:

Open Enrollment: 10/21 - 11/15/13

Benefits, Health and Wellness Fair: 10/21/13, 10:00-2:00 in Clark 507

Onsite Flu Clinic: 10/21/13, 9:00-2:00 in Clark 509

HR Information/Q&A Sessions on 10/29, 10/30, 11/5, 11/7

Open Enrollment deadline on 11/15/13

IMPORTANT: Please return your 2014 Benefits Open Enrollment Form to Human Resources AS SOON AS POSSIBLE. If you wish to enroll in a WHOI medical plan for 2014, an enrollment form must be completed and returned to HR by the 11/15 deadline.

HIGHLIGHTS FOR 2014

Medical plans for 2014:

1) **High Deductible with HRA**
2) **High Deductible with HSA**
3) **Low Deductible**

Favorable Medical Rates for 2014

Dental Rates remain the same

New vendor/administrator for HRA, FSA and new HSA account

ANNUAL CHECKLIST:

- ☐ **Enroll in, change, or cancel Medical and/or Dental coverage effective for January 1, 2014**
- ☐ **Enroll in the Flexible Spending Account for Health Care and/or Dependent Care (must re-enroll every year!)**

More information about this year's Open Enrollment can be found at the Human Resources website at: http://www.whoi.edu/website/HR/benefits/open-enrollment

2014 Medical Plans

Effective for January 1, 2014, the Institution will be offering three (3) medical plans to choose from:

- High Deductible with HRA
- High Deductible with HSA
- Low Deductible

High Deductible with Health Reimbursement Account
(Annual Deductible: $2000/$4000)

The High Deductible Plan with Health Reimbursement Account (HDHP-HRA) is the same medical plan that has been offered since 2010 but with some minor enhancements. Effective 1/1/14, the HDHP-HRA plan will no longer require a $15 copay for office visits and will be covered in full once the annual deductible is met.

The Institution will continue to contribute 75% of the premium cost of this plan, and will continue to provide the Health Reimbursement Account (HRA) which funds the first 50% of the annual deductible under the HDHP-HRA plan.

High Deductible with Health Savings Account
(Annual Deductible: $1500/$3000)

The High Deductible Plan with Health Savings Account (HDHP-HSA) is a new plan for 2014. This plan is similar to the HDHP-HRA plan but with additional upfront liability for out-of-pocket expenses subject to the deductible under this plan. For example, Rx prescriptions are subject to the deductible. Also, unlike the HDHP-HRA plan, the HDHP-HSA plan does not have an individual per member cap on the deductible. So, for example, an employee with a spouse and/or dependents covered under their plan, the full family deductible (e.g., $3,000) can be met by one family member or any combination of covered family members enrolled under the same plan.

With the new HDHP-HSA plan, a Health Savings Account (HSA) will be offered and tied to that plan. The Institution will contribute 75% of the premium cost of this plan, and will also make an HSA contribution equal to 50% of the annual deductible under this plan.

For 2014, the Institution will provide the HSA contribution as a single lump sum payment to be made upfront in January. Employees may also make their own voluntary pre-tax HSA contributions. The total of both the employer and employee contributions cannot exceed the annual IRS maximum limits. More information about the Health Savings Account can be found on the last page of this newsletter and on the HR website.

Low Deductible Plan
(Annual Deductible: $500/$1000)

The Low Deductible Plan is also a new plan for 2014. The Institution will contribute 60% of the premium cost of this plan. Although the premium for this plan is higher, this plan has less liability for upfront out-of-pocket expenses because 1) the annual deductible is much lower, and 2) only inpatient and outpatient hospital services are subject to the deductible. Office visits, ER visits, and Rx prescriptions are not subject to the deductible under this plan and require only a copay.

For more information about the 2014 medical plans, please visit the HR/Open Enrollment website.

Favorable Medical rates for 2014

Due to the change in the medical plans for 2014, and the change to a self-insured medical program, the Institution has developed favorable medical plan rates to provide affordable health care to its employees..

Onsite Flu Clinic on 10/21/13

The Institution will be offering an onsite Flu Clinic during the Benefits, Health and Wellness Fair. The clinic will be open from 9am-2pm in Clark 509.

IMPORTANT CONTACTS:

- **Linda Snow, Benefits Specialist x3763 (lsnow@whoi.edu)**
- **Susan Darmofalski, HR Generalist x3743 (sdarmofalski@whoi.edu)**
- **Julie Fawkes, Sr. Admin. Asst. x3730 (jfawkes@whoi.edu)**
- **June Sullivan, Retirement Benefits Administrator x2706 (jsullivan@whoi.edu)**
- **Denise Cabral, Benefits Manager x2217 (dcabral@whoi.edu)**

Don't miss out on getting your annual flu shot! WHOI is offering the convenience of an onsite Flu Clinic during the Annual Benefits, Health and Wellness Fair from 9am—2pm in Clark 509. Flu shots are free to all BCBS of Massachusetts members. You will just need to present your BCBSMA ID card. For non-BCBSMA members, there is a fee of $23 and must be paid at the time of service by cash or check (checks payable to Maxim Health Systems).

For additional information about the 2013-2014 influenza season, please visit the Centers for Disease Control and Prevention (CDC) website at:
http://www.cdc.gov/flu/about/season/index.htm

Annual Benefits, Health and Wellness Fair

October 21st, 10:00am - 2:00pm, Clark (5th Floor)

All employees are encouraged to attend the annual Benefits, Health and Wellness Fair being held on October 21st. This is a great opportunity to learn more about the benefits and programs offered at WHOI as well as personally meet with and speak to our benefits staff, vendors, and insurance carriers.

- **Onsite Flu Clinic**—Free for BCBSMA members!
- **BlueCross BlueShield of MA**—Group Health Insurance provider
- **Health Equity**—New vendor for Health Reimbursement Account (HRA), new Health Savings Account (HSA), and Healthcare Flexible Spending Accounts (FSA)
- **Delta Dental**—Group Dental Insurance provider
- **Transamerica (formerly Diversified)**—403(b) Defined Contribution Retirement Plan provider
- **Cigna**—Life Insurance, AD&D, and Disability
- **Liberty Mutual**—Group Home/Auto/Boat/Umbrella Insurance
- **The Wellness Corporation**—Employee & Student Assistance Program (ESAP) and Work/Life benefits
- **Health Screenings**—Blood pressure and Body fat analysis
- **Licensed Nutritionist**—healthy food demonstration and recipes
- **Integrative Wellness of Cape Cod**—Free Chair Massage
- **BJ's Wholesale Club**—Discount membership
- **WHOI Human Resources**
- **WHOI EH&S Office**
- **WHOI GMPC/HR**—introducing the new "Opportunity Knocks" website
- **Refreshments**
- **Giveaways and Raffles!**

And, did you know that WHOI also offers these additional benefits? You can find out more about them at the Fair!

- Interest-free Computer Loans, and Interest-free Tuition Loans for Children
- Child Care Subsidy ($2/hour up to $2,000/year per child)
- Employee Education Reimbursement (up to $5,250/year for eligible courses of study)

Medical Insurance

What's New for 2014:

2014 Medical Plan offerings:

1) High Deductible Plan with Health Reimbursement Account (HDHP-HRA):
   - Annual Deductible: $2000/$4000
   - WHOI contributes 75% of premium
   - WHOI funds first 50% of annual deductible through HRA
   - Employee can participate in voluntary Healthcare FSA
2) High Deductible Plan with Health Savings Account (HDHP-HSA):
   - Annual Deductible: $1500/$3000
   - WHOI contributes 75% of premium
   - WHOI funds 50% of annual deductible through HSA
   - Employee can make voluntary HSA contributions
   - Employee can participate in voluntary 'Limited Purpose' Healthcare FSA
3) Low Deductible Health Plan:
   - Annual Deductible: $500/$1000
   - WHOI contribute 60% of premium
   - Employee can participate in voluntary Healthcare FSA

YOUR 2014 PAY PERIOD CONTRIBUTION (24 PAYS)

	High Deductible with HRA	High Deductible with HSA	Low Deductible
Individual	$64.91	$68.89	$119.33
Employee + Child(ren)	$116.84	$124.00	$214.80
Employee + Spouse	$129.82	$137.77	$238.67
Family	$183.89	$195.16	$338.08

See insert for comparison of medical plan designs or visit
http://www.whoi.edu/HR/page.do?pid=49135

Dental Insurance

YOUR 2014 PAY PERIOD CONTRIBUTION

Individual	No Cost
Family	$39.58

Dental rates will remain the same for 2014. WHOI pays the full cost for individual coverage, with employees paying the difference for family coverage.

Remember to plan carefully when making a decision to enroll in family dental coverage. Please keep in mind, the dental plan pays up to $1,000 per family member per year for covered dental services. The annual premium for family dental coverage is $949.92. Depending on the size of your family, it might make better sense to set aside pre-tax dollars in a Healthcare Flexible Spending Account towards your out-of-pocket dental expenses for family members.

And, don't forget about the Dental Rollover. Your Dental Plan allows for a portion of your unused benefit to rollover into the next calendar year, so be sure to check with Delta Dental at the beginning of each year to see how much you have available towards your dental services. For more information, contact Delta Dental directly at1-800-872-0500.

Health Equity—new administrator for HRA, HSA, and FSA accounts

Effective January 1, 2014, Health Equity will replace Benefit Strategies as the administrator of our Health Reimbursement Account (HRA), Healthcare Flexible Spending Accounts (FSAs) and the new Health Savings Account (HSA). Health Equity has an integrated relationship with Blue Cross Blue Shield of MA that will allow employees direct access to these accounts right from their BCBS member account. This new integrated solution will provide ease to employees with paying their medical claims under the WHOI deductible medical plans.

Training and educational resources will be provided to employees on how to access and administer these accounts. In addition, enrolled employees will receive communications with specific information about these accounts and their new medical plan coverage. For now, employees can view the online tutorials for an overview of the Health Equity member experience at http://www.healthequity.net/BCBSMASales/BCBSMASalesDemo.

IMPORTANT: OPEN ENROLLMENT DEADLINE

New enrollments or changes to your Medical, Dental, and/or Flexible Spending Account benefits for January 1, 2014 must be submitted to Human Resources by November 15, 2013.

With the new medical plan options for 2014, Human Resources must receive a Benefits Enrollment Form from EVERY benefits-eligible employee this year, including anyone who is waiving coverage or anyone wishing to remain covered by the HDHP-HRA plan. If you wish to enroll in a WHOI medical plan for 2014, an enrollment form must be completed and returned to HR by the 11/15 deadline. Forms that are not received will result in no medical coverage for 2014.

What if you miss the deadline for Open Enrollment? Federal law limits your ability to enroll in or change your Medical, Dental, and/or Flexible Spending Account elections outside of Open Enrollment unless you experience a 'qualifying life event' and, if you do, the enrollment/change must be made within 30 days of the event. Supporting documentation must be submitted to Human Resources along with the election change within the 30-day period.

New! Health Savings Account (HSA)

Effective January 1, 2014, the Institution will offer a new Health Savings Account (HSA) option. The HSA is only available to employees enrolled in the new High Deductible with HSA medical plan with the $1500/$3000 annual deductible.

WHOI Contribution to HSA

For employees who enroll in the HDHP-HSA plan for 2014, the Institution will make a contribution to their HSA equal to 50% of the annual deductible under the HDHP-HSA plan. For example, with individual medical coverage, WHOI will contribute $750. For employee-plus coverage, $1,500 is contributed. For 2014, the Institution has committed to making their HSA contributions upfront in a lump sum payment to be deposited to the employee's HSA account in January.

Employee Contributions to HSA

In addition to the WHOI contribution, employees may also make their own voluntary pre-tax contributions to their HSA account. Unlike an FSA account, employees may decide to participate or make changes to their HSA contributions at anytime during the year, up to the annual IRS contribution limits—does not need to be decided at Open Enrollment.

2014 HSA Contribution Limits

The 2014 annual HSA contribution limits are $3,300 for individuals and $6,550 for family coverage. These limits take into account the combined employer and employee contributions. For example, with the WHOI HSA contribution of $750 for individual coverage, an employee can contribute up to $2,550 to his/her HSA in 2014. The annual contribution limits are subject to change each year by the IRS and are usually increased for inflation.

In addition to the annual contribution limits, the IRS also allows for an additional $1,000 annual contribution for employees age 55 or older. For example, in 2014 an individual age 55+ can have up to $4,300 in HSA contributions (employer and employee combined).

Age Restrictions

Per IRS regulations, employees age 65 or older can only participate in a Health Savings Account if they are not enrolled in Medicare. Employees in this age category who wish to enroll in the HDHP-HSA plan should verify their Medicare enrollment status with the Social Security office.

HSA Taxation

HSA contributions (both employer and employee) are tax-free as long as they are used for eligible expenses. Eligible expenses are defined by the IRS under Code Section 213(d). For a detailed explanation and listing of eligible expenses, please review the IRS publication at:
http://www.irs.gov/pub/irs-pdf/p502.pdf

Ownership/Portability

HSA contributions are fully owned by the employee. Unused HSA dollars are not forfeited like an FSA, and are completely portable if you end employment with or retire from the Institution.

2014 Flexible Spending Accounts (FSA)

NOTE: The IRS has not yet announced the 2014 annual Healthcare FSA limits, but will allow up to at least the 2013 limit of $2,500.

Healthcare FSA

Effective for 2013, the IRS reduced the limit on employee pre-tax contributions to a Healthcare FSA to $2,500 which is set to be indexed for inflation every year thereafter.

New 'Limited Purpose' Healthcare FSA

New for 2014, the Institution will be offering a separate 'limited purpose' Health FSA. This plan is only available to those employees enrolled in the new High Deductible with HSA medical plan. The use of funds in a 'limited purpose' FSA is restricted to only dental, vision, and over-the-counter medications with a prescription. The annual limit is the same as the traditional Healthcare FSA.

Dependent Care FSA

The Institution will continue to offer the Dependent Care FSA. The annual limit will not change for 2014, allowing employees to contribute up to $5,000. In addition to the Dependent Care FSA, eligible employees may also take advantage of the WHOI-funded Child Care Subsidy benefit. For more information about this benefit, please contact Julie Fawkes in HR at x2253 or jfawkes@whoi.edu.

IMPORTANT: Employee's must re-enroll in a Flexible Spending Account every year during Open Enrollment. Further, enrollments are irrevocable and cannot be changed unless there is an IRS qualifying status change.