October 21, 2016

Dear Regular Full-time Faculty and Staff:

It’s that time of year again – the University of Hartford’s annual open enrollment! As a follow-up to the email communications sent out on October 19, 2016 by Arosha Jayawickrema, Vice President of Finance and Administration, below please find a summary of the calendar year (CY) 2017 open enrollment changes.

- The University will continue to offer two medical insurance plans under United Healthcare – the Deductible-based Plan (DBP) and the Point of Service (POS) plan.

- Beginning with CY 2017, we will introduce a two-tier (rather than three-tier) cost-share arrangement for premiums associated with the University’s group medical insurance plan options. More closely aligned with our peers, the University will now provide a higher subsidy to the DBP, and apply that same dollar amount to the subsidy of the POS plan. Please refer to the enclosed CY 2017 health insurance rates contained in this packet for details.

- The University will continue to contribute into a Health Savings Account (which partners with the DBP), on a pro-rated basis, $750 for the individual medical insurance coverage election or $1,500 for the family medical insurance coverage election.

- Because the IRS does not allow a Medicare-eligible employee to participate in a HSA, the University will introduce a Health Reimbursement Account (which also partners with the DBP for eligible faculty and staff). The University will fund, on a pro-rated basis, $750 for the individual medical insurance coverage election or $1,500 for the family medical insurance coverage election.

- The only plan design change that will be implemented for CY 2017 is the office visit co-pay under the POS plan. The current office visit co-pay of $20 will increase to $30 to also more closely align with peer benefit plan offerings.

- The University will continue to offer incentives for faculty and staff (and their spouses) who elect to participate in the University’s voluntary wellness program.

A personalized Open Enrollment Request Form is enclosed noting your current benefit elections. Please complete both sides of this form to indicate your intentions for CY 2017 benefit elections. Your Open Enrollment Request Form (as well as all associated forms necessary to implement your benefit elections for CY 2017) must be returned to HRD no later than 4:30pm on Friday, November 18, 2016. If HRD does not receive all completed material(s) required during open enrollment, current CY 2016 medical, dental, vision and/or optional life insurance elections will automatically be defaulted for CY 2017.

Please note that participation in a health care flexible spending account, dependent care flexible spending account and/or a health savings account for CY 2016 does not automatically default, therefore, you will be required to complete and submit the appropriate enrollment form for participation in these accounts for CY 2017. In addition, please be reminded that the University’s insurance plans are subject to certain federal regulations which limit benefit election changes during the plan year to only if/when you have a qualifying event as defined by IRS regulation (such as marriage, divorce, birth or adoption of child, or termination of coverage under a spouse’s plan).

Detailed information as it relates to this year’s open enrollment is outlined below.
MEDICAL INSURANCE
The University of Hartford will retain United Healthcare to administer the CY 2017 medical insurance plans, with both plans offer the following:

- All preventive services and wellness exams (such as annual physical exams, mammograms, colonoscopies, immunizations and well-child visits) are covered at 100%.
- The same in-network provider options.
- The same out-of-network benefits for providers who do not participate in the United Healthcare network, subject to a calendar year deductible.

In July 2016, the University introduced to our medical insurance plans both **Virtual Visits** – an option that allows members to see and speak to a contracted provider 24 hours a day, seven days a week without an appointment regarding non-emergency medical conditions directly from there using a mobile device or computer (member cost share is determined by the plan) as well as **Advocate4Me** – a service designed to help members make more informed health care choices...choices that can lead to reducing costs and closing gaps in care. We hope that you take advantage of these new services if the need should arise.

So which plan is right for you given the unique health care and financial needs of you and/or your family? We continue to partner with United Healthcare to offer a **Plan Cost Estimator**, an easy-to-use online tool customized specifically for the University’s medical insurance plan options. This estimator can:

- Provide you with detailed comparisons on plan premiums, out-of-pocket costs, per-paycheck contributions and much more.
- Help you determine how much money to set aside for health savings and/or flexible spending accounts.
- Assist you in comparing cost differences between the University's plans and other plan choice options (such as a spouse's plan).

To preview the Plan Cost Estimator tool, log on to [www.pcestimator.com](http://www.pcestimator.com) and enter the following credentials:

Username: UHART2017    Password: Benefits2017

Enclosed you will find information regarding the Health Insurance Marketplace Coverage Options as well as CY 2017 rate information. In addition, the medical insurance plan comparison, Summary of Benefits and Coverage (SBC), a Uniform Glossary as mandated by federal law and other related open enrollment forms and materials are available on our website at [www.hartford.edu/hrd](http://www.hartford.edu/hrd) under the Open Enrollment link.

PRE-TAX SAVINGS ACCOUNTS FOR COVERED HEALTH CARE SERVICES AND QUALIFIED MEDICAL EXPENSES

HEALTH SAVINGS ACCOUNT (HSA) – partners only with the DBP
The University will retain United Healthcare (Optum Bank) to administer the CY 2017 HSAs. A HSA helps participants save money on a pre-tax basis (as a payroll deduction) for qualified expenses. Monies set aside in a HSA will never be lost, instead these funds are carried over from one year to the next, allowing participants to accrue funds for future qualified expenses, earn interest on deposits or invest in mutual funds.

**Note:** Per IRS guidelines, the following criteria govern eligibility for a HSA:

- You must be enrolled in the DBP.
- Dependent eligibility must meet the IRS definition of a dependent.
- You cannot be covered by another medical plan that is not a high deductible health plan.
- You cannot be enrolled in a health care FSA (including your spouse’s FSA).
- You must not be eligible for and/or enrolled in Medicare Benefits.*

  * If you are eligible for and enrolled in Medicare Part A and wish to enroll in the DBP (and participate in the HSA) you can do so, but you must first notify Medicare and request dis-enrollment from Medicare Part A. Please refer to your tax consultant to discuss whether it is in your best interest to remain enrolled in Medicare Part A or to dis-enroll and open the HSA.

For CY 2017, the contribution limit for an individual HSA is $3,400 and for a family HSA is $6,750. To assist employees who enroll in the DBP in meeting their calendar year deductible(s), the University will again contribute, on a pro-rated basis, **$750 for an individual medical insurance coverage election or $1,500 for a family medical insurance coverage election** into a HSA during CY 2017.
To participate in a HSA for CY 2017, you must complete a HSA Participation and Salary Reduction Agreement. Enrollment materials for the HSA are available on our website at www.hartford.edu/hrd.

HEALTH REIMBURSEMENT ACCOUNT (HRA) – partners with the DBP
The University is pleased to announce that we will be partnering with United Healthcare to now offer a HRA to our faculty and staff who are not eligible to participate in a HSA due to Medicare eligibility. A HRA is an employer sponsored account that reimburses employees’ eligible medical and prescription drug expenses. A HRA participant will not be required to submit receipts; instead, United Healthcare will administer a seamlessly integrated HRA, which automatically reimburses providers as claims are incurred and send payment directly to providers until the participant’s HRA fund balance is exhausted.

Employer HRA funds are excluded from wages and do not accumulate in a separate or individual account but rather the University pays eligible costs only after an employee incurs an eligible expense. Unused HRA balances will be “rolled over” into the next plan year for any active employee. Under current IRS guidelines, only the employer is specifically permitted to contribute to an HRA and funds in a HRA stay with the employer if an employee separates from service.

To assist employees who enroll in the DBP in meeting their calendar year deductible(s), the University will fund, on a pro-rated basis, $750 for an individual medical insurance coverage election or $1,500 for a family medical insurance coverage election into a HRA during CY 2017.

Participation in a HRA does not preclude Medicare-eligible faculty and staff from also participating in a FSA.

FLEXIBLE SPENDING ACCOUNTS (FSA)
The University will retain United Healthcare to administer the CY 2017 health care and dependent care FSA(s). Because an FSA is subject to a “use it or lose it” provision under IRS guidelines, FSA participants are urged to carefully consider their annual election(s) based on plan and cost-share guidelines.

 **Health Care FSA** – Faculty and staff who enroll in the POS plan, those who are deemed Medicare eligible as well as those who do not utilize the University’s group medical insurance will continue to be able to set aside pre-tax dollars into a Health Care FSA (as a payroll deduction) for qualified expenses. The contribution limit for this account remains at $2,550 for CY 2017.

If you do not incur eligible expenses for your full Health Care FSA election during the plan year, the University’s plan allows a portion of your remaining FSA balance to automatically roll over into your account for the next calendar year. The maximum amount that can be rolled over at the end of a plan year is $500. In order to be eligible for your Health Care FSA balance to roll over, you must elect the Health Care FSA for the following year. If you do not re-enroll in a Health Care FSA, any unused funds remaining in the account will be forfeited. The rollover amount is available for the next year only, and any unused rollover funds remaining in the account after one year will be forfeited.

 **Dependent Care FSA** – Participants who meet IRS eligibility guidelines for a Dependent Care FSA will continue to be able to set aside pre-tax dollars into a Dependent Care FSA (as a payroll deduction) for qualified expenses. The contribution limit for this account remains at $5,000 for CY 2017.

To participate in a FSA for CY 2017, you must complete a FSA Participation and Salary Reduction Agreement. Enrollment materials for the FSA are available on our website at www.hartford.edu/hrd.

**RALLY – VOLUNTARY WELLNESS PROGRAM**

As you know, the medical insurance plans offered to University faculty and staff are self-funded, which means that the University (not United Healthcare) pays all claims that are incurred by our employees and their enrolled dependents on a dollar-for-dollar basis. In an effort to continue to cultivate a culture of wellness as well as to help the University do all that it can to sustain our comprehensive medical insurance plans in an environment where health care costs continue to escalate, we are pleased to announce that we will continue to partner with United Healthcare to offer Rally, the University’s voluntary wellness program. Rally provides a digital, personalized health experience available to United Healthcare members which is designed to assist them in making healthier choices and/or building healthier habits. This platform offers both enhanced technologies as well as integration opportunities which streamline the user experience.
Beginning January 1, 2017, log in to www.myuhc.com and experience Rally for yourself! New and exciting incentives will continue to be awarded to those that engage in this wellness experience. We remain confident that this wellness resource as well as other campus events (such as our weekly pilates and tai chi classes) will continue to bring our faculty and staff together in healthy and fun ways!

**DENTAL INSURANCE**
The University will retain Aetna to administer the CY 2017 Freedom of Choice dental insurance plan offering, and we are delighted to report that there will again be no cost increase for this plan. Inherent within the Freedom of Choice plan is a feature that allows employees to enroll in either the Dental Maintenance Organization (DMO) or Passive Preferred Provider Organization (PPO) network. The Freedom of Choice plan continues to offer members the ability to back and forth between the DMO and PPO through the course of the year. That "freedom of choice" has been a cornerstone of our dental program, with many employees migrating between the DMO and PPO over the course of a given year.

The detailed benefit summary of the Aetna Freedom of Choice dental insurance plan, as well as all other related forms, is available on our website at www.hartford.edu/hrd.

**VISION INSURANCE**
The University will retain United Healthcare to administer our voluntary vision insurance plan, and we are delighted to report that there will be no cost increase for this plan. This comprehensive vision plan provides participants access to a national network of both private practices and more than 100 popular retail chain providers as well as discounts/allowances on lenses, frames, contact lenses and laser vision correction. The plan features both in and out of network benefits and also includes discounts on hearing aids.

A detailed video summary of the Vision Plan, as well as all other related forms, are also available on our website at www.hartford.edu/hrd.

**LIFE INSURANCE**
All regular full-time faculty and staff are automatically enrolled in the Basic Life Insurance (valued at 2X your base/contracted annualized salary). The University of Hartford pays all premium costs associated with this benefit.

Optional life insurance continues to be available and, during open enrollment, you have the following options:

- If you are currently enrolled in an optional life insurance plan (supplemental, spousal and/or dependent children), you can increase your level of coverage by one multiple, up to the guaranteed issue limit, without proof of insurability. If, however, the one-multiple increase in coverage is greater than the guaranteed issue limit, evidence of insurability is required.

- If you have never enrolled in an optional life insurance plan (supplemental, spousal and/or dependent children), you can enroll; however, evidence of insurability is required at dollar one of the life insurance election.

- You can enroll in or change your current personal accident insurance election with no evidence of insurability required.

If you are interested in making a change to your optional life insurance election(s), or would like to update your current designation of beneficiary on record, a separate form is required. All related forms are available on our website at www.hartford.edu/hrd.

**PRIVACY POLICY**
The University of Hartford is committed to protecting the private medical information of its faculty and staff in full compliance with the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The confidentiality of all protected health information (PHI) retained in University records is protected and access to PHI is limited to only those employees, insurers and/or benefit providers with an authorized business-related need to use and/or disclose the information.

All employees are required to adhere to the University's privacy policy. If you believe that your PHI has been used and/or disclosed in violation of this policy or as set forth under HIPAA, you have the right to file a complaint as
described in the University’s Staff Employment Manual, Chapter 6.16 - Privacy of Medical Information or posted on the HRD website at www.hartford.edu/hrd.

If you have a health insurance claim concern, please be reminded that dedicated assistance is available through this process by contacting Andrea Faber, Employee Benefits Account Manager at USI Insurance Services LLP, at 1.855.874.0123, extension 15715 or Andrea_Faber@usi.com. Please note that under the University’s privacy policy and/or HIPAA regulations, you may be asked to sign an authorization form in order for Andrea to assist you with your claim issue.

**BENEFIT FAIRS AND TOWN HALL MEETINGS**

HRD will be hosting several educational sessions regarding this year’s open enrollment options as follows:

- **Annual Open Enrollment Benefits Fairs** on Wednesday, November 2 and Thursday, November 3, 2016 from 11:30am – 1:00pm in the Gengras Student Union, Suisman Lounge

- **Open Enrollment Benefit Plan Options Town Hall Meetings** on the following dates/times:
  - Wednesday, October 26, 2016 from 9-10:00am, 1-2:00pm and 5-6:00pm in Wilde Auditorium
  - Friday, October 28, 2016 from 9-10:00am and 2:30-3:30pm in Wilde Auditorium

- **Individual 30-minute meetings** to discuss plan options on the following dates: Thursday, October 27, Thursday, November 3 and Thursday, November 10, 2016. Please contact your designated HR Service Partner to schedule an individual 30-minute appointment.

You are strongly encouraged to attend the informational opportunities that HRD is offering to learn more about your open enrollment options.

Thank you.

[Signature]

Lisa Belanger-Buoniconti
Executive Director
Human Resources Development

Enclosures