New Employee Benefits Orientation
Agenda

Benefits

• Enrollment & Eligibility
• Health & Vision
• Dental
• Spending Accounts
• Insurance Plans
• Retirement
• Tuition Waiver
• Additional Benefits
Enrollment & Eligibility

Eligibility
• Full-time Faculty and Non-union Administrative & Regular PT Staff (20+ hours per week)

Newly Employed Staff or Faculty Members
• Benefits effective date is the 1st of the month following or coincident with completing one month of employment
• Example: Hire date 01/15, Benefits begin 03/01
• Example: Hire date 01/01, Benefits begin 02/01

Existing Employees transitioning to a new employment classification
• Benefits effective date is the 1st of the month coincident with the change or the 1st of the next month following the date of the change
• Example: Transition date 01/01, Benefits begin 01/01
• Example: Transition date 01/15, Benefits begin 02/01
The university offers three health care plans and two dental plans with Aetna.

Aetna Medical Customer Service: 833-770-1099
Aetna Dental Customer Service: 877-238-6200
Aetna Vision customer service: 877-973-3238

http://www.newschool.edu/human-resources/health-and-vision-insurance/
https://www.newschool.edu/human-resources/dental-insurance/

All Health Care Options administered by Aetna offer:
  • No referrals required to see a specialist
  • No pre-existing conditions exclusions
  • No copayment for in-network preventive care services – Covered at 100%
  • Coverage available nationally/only emergency services are covered outside the U.S.
  • Same types of services covered

Medical Plan Options
  • Aetna Select EPO
  • Aetna Choice Plan (POS)
  • The Value Plan with Health Savings Account

Dental Plan Options
  • Aetna Dental PPO
  • Aetna Dental DMO
## Select EPO

<table>
<thead>
<tr>
<th>Plan Features</th>
<th>Select EPO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network Only</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$100 Individual/ $200 Family</td>
</tr>
<tr>
<td>PCP/Mental Health</td>
<td>$25 Copay</td>
</tr>
<tr>
<td>Specialists</td>
<td>$40 Copay</td>
</tr>
<tr>
<td>Out-of-Pocket Max</td>
<td>$3,500 individual/ $7,000 family</td>
</tr>
</tbody>
</table>

*There is a 10% Coinsurance (after deductible) for any services outside of a routine office visit. For example, Labs and X-rays require a 10% coinsurance.*

**THE NEW SCHOOL**
## Choice Plan (POS)

<table>
<thead>
<tr>
<th>Plan Features</th>
<th>Choice Plan (POS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
</tr>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>$300 Individual/</td>
</tr>
<tr>
<td></td>
<td>$600 Family</td>
</tr>
<tr>
<td><strong>PCP/Mental Health</strong></td>
<td>$30 Copay</td>
</tr>
<tr>
<td><strong>Specialists</strong></td>
<td>$50 Copay</td>
</tr>
<tr>
<td><strong>Out-of-Pocket Max</strong></td>
<td>$4,000 Individual/</td>
</tr>
<tr>
<td></td>
<td>$8,000 Family</td>
</tr>
</tbody>
</table>

*There is a In-Network 10% Coinsurance (after deductible) for any services outside of a routine office visit. For example, Labs and X-rays require a 10% coinsurance.

*Usual and Customary Rate (UCR) - the charge is the provider’s usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances.
# Value Plan w/ Health Savings Account

<table>
<thead>
<tr>
<th>Plan Features</th>
<th>Value Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>$1,500 Individual/ $3,000 Family</td>
</tr>
<tr>
<td>• Office Visits (PCP &amp; Specialists)</td>
<td>20% Coinsurance (Preventive Care covered at 100%)</td>
</tr>
<tr>
<td>• Inpatient Hospital Care</td>
<td></td>
</tr>
<tr>
<td>• Outpatient Hospital Care</td>
<td></td>
</tr>
<tr>
<td>• ER Care</td>
<td></td>
</tr>
<tr>
<td>• Maternity Care</td>
<td></td>
</tr>
<tr>
<td>Out-of-Pocket Max</td>
<td>$3,000 Individual/ $6,000 Family</td>
</tr>
</tbody>
</table>

*Usual and Customary Rate (UCR) - the charge is the provider’s usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances*
Health Savings Account (HSA)
*Only available when enrolled in the Value Plan*

- Qualified expenses: annual deductible, coinsurance, dental, vision care
- Pre-tax payroll contributions or after-tax contributions directly with PayFlex
- Employer Contributions
  - Employee Only – $500
  - Employee plus dependent(s) – $1,000
- 2021 maximum annual contribution (Employee + Employer)
  - $3,600 employee only
  - $7,200 employee plus dependent(s)
  - Age 55 or older may contribute an additional $1,000
- Debit card: make payments at the point of service, gain access funds in your account
- Account and any accumulated funds are taken with you if you leave The New School
- You **may not** enroll in The New School Health Care Flexible Spending Account (FSA) when enrolled in the Value Plan.
- You **may not** use HSA dollars on domestic partners or child(ren) that are not tax dependents
The University’s Prescription Drug Plan is administered by Express Scripts Inc. (ESI)
*automatic enrollment with all Aetna health plans*


- Use ESI ID card for prescription plan
- Copays accrue towards in-network out-of-pocket maximums on all three plans

<table>
<thead>
<tr>
<th>Retail Pharmacy</th>
<th>30-Day Supply</th>
<th>Mail Order (90-Day/3 month Supply) for 2.5 copayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 (Generic)</td>
<td>$15 copayment</td>
<td>$37.50 copayment</td>
</tr>
<tr>
<td>Tier 2 (Preferred)</td>
<td>$50 Copayment</td>
<td>$125 Copayment</td>
</tr>
<tr>
<td>Tier 3 (Non Preferred)</td>
<td>$100 Copayment</td>
<td>$250 Copayment</td>
</tr>
</tbody>
</table>
Aetna Vision Preferred Plan
*automatic enrollment with all Aetna health plans at no cost
www.aetnavision.com

<table>
<thead>
<tr>
<th>Vision Coverage</th>
<th>Benefit Frequency</th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Once every 12 months</td>
<td>$20 Copayment</td>
<td>Reimbursement up to $40</td>
</tr>
<tr>
<td>Refraction Only in Lieu of Routine Vision Examination</td>
<td>Once every 12 months</td>
<td>$0 allowance</td>
<td>Reimbursement up to $40</td>
</tr>
<tr>
<td>Contacts Lenses (in lieu of eyeglasses)</td>
<td>Once every 12 months</td>
<td>$20 Copayment</td>
<td>Based on purchase</td>
</tr>
<tr>
<td>Eyeglass Frames</td>
<td>Once every 24 months</td>
<td>$200 Allowance</td>
<td>Based on purchase</td>
</tr>
<tr>
<td>Eyeglass Lenses</td>
<td>Once every 12 months</td>
<td>$200 Allowance</td>
<td>Based on purchase</td>
</tr>
</tbody>
</table>

• You are eligible to select only one of either Eyeglass Lenses and/or Eyeglass Frames or Contact Lenses. If you select more than one of these Vision Services, only one Service will be covered.
VOLUNTARY BENEFITS

The University offers three supplemental plans with MetLife.

- **Accident Insurance** - provides cash benefits in cases of accidental injuries. You can use this money to help pay for uncovered medical expenses, such as your deductible or coinsurance, or for ongoing living expenses, such as your mortgage or rent.

- **Critical Illness Insurance** - When a serious illness strikes, such as a heart attack or cancer, Critical Illness Insurance can provide a lump-sum benefit to cover out-of-pocket expenses for your treatments that are not covered by your medical plan.

- **Legal Plan** - Will allow you to get easy access to professional legal counsel for a variety of legal matters with no additional fee.

Accident and Critical Illness Insurance are designed to complement, but not replace, your major medical insurance. These plans can help cover your out-of-pocket expenses for catastrophic events. Both plans pay a lump-sum benefit directly to you, not the medical provider.
Dental Plans Administered by Aetna
http://www.newschool.edu/human-resources/dental-insurance/

Aetna DHMO Plan
• Provides in-network coverage only

DHMO’s have a smaller network compared to PPO, Aetna DHMO network is national with providers in all states except for: NH, ME, AR, MS, SC, AL, SD, ND, WY, MT

• Choose in-network primary care dentist when you enroll otherwise assigned by Aetna based on home zip code
• Referrals required from primary care dentist to receive care from in-network specialists
• Cleanings and exams available once every 6 months covered 100%
• Fixed copayment amounts based on the service provided
• No annual maximum plan benefit / no annual deductible
• No cost for employee only coverage
# Dental Continued

## Aetna Dental PPO Plan

<table>
<thead>
<tr>
<th>Plan Feature &amp; Service Type</th>
<th>In-network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar year deductible</td>
<td>$50 per member/$150 maximum family</td>
<td>Does not apply to diagnostic, preventive,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or orthodontic services</td>
</tr>
<tr>
<td>Diagnostic &amp; Preventive Services (exams, cleanings, X-rays, etc.)</td>
<td>Plan pays 100%</td>
<td>Plan pays 100% of UCR*</td>
</tr>
<tr>
<td>Basic services (Fillings, root canals, gum treatment, etc.)</td>
<td>Plan pays 85%</td>
<td>Plan pays 85% of UCR*</td>
</tr>
<tr>
<td>Major services (crowns, bridges, dentures, etc.)</td>
<td>Plan pays 50%</td>
<td>Plan pays 50% of UCR*</td>
</tr>
<tr>
<td>Maximum Calendar Year Benefit</td>
<td>$1750 per member</td>
<td></td>
</tr>
<tr>
<td>Orthodontic benefit</td>
<td>Plan pays 50%</td>
<td>Plan pays 50% of UCR*</td>
</tr>
<tr>
<td>$1,000 lifetime maximum (up to age 19)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Usual and Customary Rate (UCR) - the charge is the provider’s usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances*
Dependent Coverage And Plan Cost
http://www.newschool.edu/human-resources/full-time-benefits-costs/

Coverage levels are:
• Employee Only OR Employee Plus Dependent(s)
  *Note you may cover different dependents on your health/dental plans

Eligible Dependents include:
• Spouse/domestic partner (same-sex or opposite-sex)
• Children - a biological, step, legally adopted, or foster child, or a child placed
  with you for adoption, a child you are responsible for through court order, a
  child for whom you are appointed legal guardian, or the child of your
  domestic partner. Children are eligible for coverage through the end of the
  calendar year in which they attain age 26
• Proof of relationship required when a dependent is enrolled
  • Domestic Partner Affidavit may be found online at
    http://www.newschool.edu/human-resources/forms/

• Plan costs are available online for health and dental (please refer to your
  handout)

• Contributions for coverage of a domestic partner are withheld from your pay on an after-
  tax basis and the portion of the university’s contribution attributable to his/her coverage
  is added to your earnings as taxable income (referred to as “imputed income”)
  • Refer to the imputed income charts for domestic partners when choosing your plans
Changing your elections
http://www.newschool.edu/human-resources/changing-your-elections/

After your initial new hire eligibility period, you may make changes at the following times:

• Qualifying Life Event (as defined by the IRS)
  • Marriage, birth, adoption, divorce, employment status change, loss/gain of other coverage, etc.
  • You must notify benefits within 31 days of the event above in order to make a change at that time.

• Open Enrollment
  • Annual period in which changes can be made for an effective date of January 1.
Spending Accounts – Administered by EBPA
http://www.newschool.edu/human-resources/flexible-spending-accounts/

Health Care Flexible Spending Account (FSA)
• Use pre-tax dollars to pay for eligible, out-of-pocket medical, Rx, dental, & vision expenses incurred by you or your eligible dependents

Dependent Care Flexible Spending Account (FSA)
• Use pre-tax dollars to pay for eligible child care (children up to age 13) or eligible adult dependent care expenses

Access your account online at www.ebpabenefits.com or call EBPA at 888.678.3457

EBPA will mail you a Benefits Card to use to pay for eligible expenses at point-of-sale

<table>
<thead>
<tr>
<th>Annual FSA 2021 Limits</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care FSA</td>
<td>$100</td>
<td>$2,750</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td>$100</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

• Per Covid-19 related federal legislation for plan year 2021 employees may rollover any unused funds to 2022 (previously only $550 in the healthcare FSA was allowed to rollover, and no money leftover in the dependent care FSA was allowed to rollover).

The new legislation also now allows employees to make prospective changes to their FSA amounts without having a qualifying (which has been the case in prior years)

THE NEW SCHOOL
Qualified Transportation Expense Plan
• Use pre-tax dollars to pay for eligible commuting expenses
• Eligible on benefits effective date or the 1st of any subsequent month
• Access your account online at www.ebpabenefits.com or call EBPA at 888.678.3457
• EBPA provides you with a Benefits Card to pay for eligible expenses. Must have accrued funds to cover your purchase at point of sale
  *note you will have one card for FSA and Transit if enrolled in both plans
• Any funds remaining at the end of a calendar year will be carried over to the next calendar year

<table>
<thead>
<tr>
<th>Monthly 2021 Limits</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Transit (pre-tax)</td>
<td>$25</td>
<td>$270</td>
</tr>
<tr>
<td>Parking (pre-tax)</td>
<td>$25</td>
<td>$270</td>
</tr>
<tr>
<td>Post-Tax – Mass Transit &amp; Parking</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>
Insurance Plans
http://www.newschool.edu/human-resources/life-insurance/

Life Insurance and Accidental Death and Dismemberment
• Administered by The Standard

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Elimination Period</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Term Life</td>
<td>Benefits Effective Date</td>
<td>1 ½ times base salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Maximum of $1,000,000 in coverage)</td>
</tr>
<tr>
<td>AD&amp;D</td>
<td>Benefits Effective Date</td>
<td>1 ½ times base salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Maximum of $1,000,000 in coverage)</td>
</tr>
</tbody>
</table>

Basic Term Life and AD & D
• $50,000 or more is subject to imputed income

Supplemental Life Insurance
• Employee Supplemental Life – 1x, 2x, or 3x annual base salary (Maximum $250,000)
  • Guaranteed Issued amount up to $150,000 during initial benefits eligibility period
• Spouse/Domestic Partner - $10,000 or $25,000
  • Automatic approval during initial benefits eligibility period
• Child(ren) - $4,000 per child (through age 19, or 23 if full-time student)
  • Automatic approval during initial benefits eligibility period
• Elect of increase coverage during open enrollment
  • All elections require evidence of insurability (EOI), subject to approval by The Standard
Insurance Plans Continued
http://www.newschool.edu/human-resources/life-insurance/

Short-Term & Long-Term Disability

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Elimination Period</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-Term Disability</td>
<td>1st day of employment</td>
<td>100% Salary Continuation if unable to work after 7 consecutive calendar days (&lt; 1 year of service up to 4 weeks/ &gt;1 year of service up to 26 weeks)</td>
</tr>
<tr>
<td>Long-Term Disability</td>
<td>1st of the month following 3 months of continuous employment</td>
<td>60% of your monthly base earnings up to a monthly maximum of $15,000 (reduced by benefits received from other sources)</td>
</tr>
</tbody>
</table>

Family and Medical Leave
• FMLA entitles an eligible employee to take up to 12 weeks of unpaid job-protected leave for reasons such as incapacity due to pregnancy; to care for the employee’s child after birth, placement for adoption or foster care; for a employee’s serious health condition; to care for an eligible loved one with a serious health condition
• The New School posts the mandatory FMLA Notice required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act in The Office of Human Resources, 80 Fifth Avenue, 8th Floor

New York State Paid Family Leave Program
• Effective January 1, 2019, NYPFL will provide eligible employees paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service.

Please contact Benefits at 212-229-5671 x4942 for information on applying for a leave of absence.
Retirement Plans – TIAA
http://www.newschool.edu/human-resources/retirement-plans/

Tax-Deferred Annuity (TDA) Plan (Employee only contributions)

• The TDA plan is a 403(b) retirement plan which allows you to make pre-tax payroll contributions
• Eligibility begins on benefits effective date or the 1st of any subsequent month
• 2021 IRS Limits
  • Maximum contribution - $19,500
  • Catch-up contribution - $6,500 (age 50 or will be age 50 by December 31st of the calendar year)
• Automatic Enrollment
  • As a newly eligible employee you will be automatically enrolled at 3% unless you decline participation
  • You may select investment options, name a beneficiary, view fees and fund performance information online at https://www.tiag.org/newschool
  • If you do not select an investment, contributions will be invested in a qualified default investment alternative (QDIA), a TIAA Lifecycle Fund, based on your expected year of retirement, assuming age 65. You can change your investment choice(s) at any time online. The QDIA notice may be viewed on the benefits website.
• TIAA provides free confidential one-on-one financial counseling sessions with a TIAA consultant on campus.
  • To schedule, contact TIAA directly at 800-732-8353, Monday - Friday, from 8:00 a.m. to 8:00 p.m.
Retirement Plans – TIAA
http://www.newschool.edu/human-resources/retirement-plans/

The New School Retirement Plan (University only contributions)

There is a temporary halt to retirement fund contributions for all full-time faculty and non-union staff from July 1, 2020 through June 30, 2021.
Tuition Waiver Plan
http://www.newschool.edu/human-resources/ tuition-waiver-plan/

Eligibility
• After the completion of 3 continuous months of employment, plan covers tuition and mandatory fees for courses taken at The New School
  • Full-Time Faculty and Staff – eligible for up to two (2) courses per semester
  • Spouse or Qualified Domestic Partner – eligible with no course limit
  • Child(ren) – eligible with no course limit. (No age limit)

Applying for Tuition Waiver Benefits
• Complete and submit an Application for Tuition Waiver found at www.newschool.edu/hr/forms
• Submit to Human Resources
  • Documentation establishing your relationship (i.e. marriage certificate, The New School’s Statement of Domestic Partnership, child’s birth certificate, etc.) must be provided when applying for tuition waiver benefits for dependents
• Human Resources will send you confirmation via email if the waiver is approved and that you/your dependents can register
• If you do not complete the tuition waiver application process as noted, you may be billed by the University for tuition and mandatory fees.
• Employees and dependents eligible for tuition waiver benefits may not receive a scholarship from the university.
### Tuition Waiver Plan Continued

[http://www.newschool.edu/human-resources/tuition-waiver-plan/](http://www.newschool.edu/human-resources/tuition-waiver-plan/)

#### Taxation

<table>
<thead>
<tr>
<th>Tuition Waiver Plan Details</th>
<th>Adult/Continuing Education (non-degree)</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>Tax-free</td>
<td>Tax-free</td>
<td>Amount of tuition and mandatory fees in excess of $5,250 in a calendar year is added to employee’s pay as taxable income</td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td>Tax-free</td>
<td>Tax-free</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
</tr>
<tr>
<td><strong>Qualified Dependent Child (for federal tax purposes)</strong></td>
<td>Tax-free</td>
<td>Tax-free</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
</tr>
<tr>
<td><strong>Qualified Domestic Partner</strong></td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
</tr>
<tr>
<td><strong>Child(ren) of a Qualified Domestic Partner</strong></td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
</tr>
<tr>
<td><strong>Child who is not a federal tax dependent</strong></td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
<td>Total amount of tuition and mandatory fees is added to employee’s pay as taxable income</td>
</tr>
</tbody>
</table>
Additional Benefits

Employee Assistance Program (EAP) and WorkLife Services

- The New School offers employees and their household members work/life benefits provided by Aetna
- Inquiries and services provided through the program are at no cost to you and are completely confidential
- Receive up to eight face-to-face or televideo counseling sessions

For more information please visit, [https://www.newschool.edu/human-resources/employee-assistance-program/](https://www.newschool.edu/human-resources/employee-assistance-program/)

How to Access EAP Services

You can call 888.238.6232 anytime, 24 hours a day, seven days a week, or visit [resourcesforliving.com](http://resourcesforliving.com) (enter the username "newschool" and the password "eap").
ACCESSING MYDAY

- In order to open up MyDay, log into your my.newschool.edu account and open your “apps locker”. Or directly at myday.newschool.edu
MYDAY – NEW HIRE BENEFITS EVENT

• You will find a benefits to-do in your MyDay inbox.
• Follow the prompts to enroll in your New Hire benefit plans.
Questions?

Please contact Benefits

Benefits Help
Email: BenefitsHelp@newschool.edu
Phone: 212-229-5671 ext. 4942

Human Resources is located at:
80 Fifth Avenue, 8th Floor
New York, NY 10011

This presentation is available to view on the Human Resources website below:
http://www.newschool.edu/human-resources/benefits-eligibility-status/