

Attention All Full Time Employees: Open Enrollment for the Samford BCBS Health and Dental Plan, the Flexible Spending Accounts, VSP Vision Plan, and Optional Life Insurance Plans begins Wednesday, November 6 and continues through Friday, December 6. You must be a full time benefits eligible employee to participate in these plans. Please read the following sections carefully as they contain important information regarding your continued participation in these plans. Section "A" contains information on the Samford BCBS Health and Dental Plan. Section "B" contains information on the Flexible Spending Accounts. Section "C" contains information on the VSP Vision Plan. Section "D" contains information on the Optional Life Insurance Plans.

Below is a schedule of meetings that will be held to cover changes in these benefits and answer your questions about open enrollment.

Employee Benefits Meetings:

11/11-9:00 in Robinson 123

11/13-10:00 in Brooks 102

11/13-1:00 in Divinity S001

11/14-10:00 in Divinity S013

11/18-8:30 in Robinson 123

11/19-3:15 in Nursing (HEAL) 112

11/20-1:00 in Divinity S001

11/21-8:30 in Brooks 134

12/3-3:15 in Nursing (HEAL) 112

12/4-3:00 in Divinity N202

12/5-9:00 in Brooks 134

12/5-3:00 in Divinity S013

A. Samford BCBS Health and Dental Plan

- 1.** If you are currently enrolled in the Samford BCBS Health and Dental Plan and do not wish to make any changes to your existing contract (such as drop/add dependents or cancel coverage) you do not need to complete an open enrollment form.
- 2.** There have been no changes made to covered services under the plan (co-pays, deductibles, prescription coverage, vision coverage); however due to rising medical costs, increases in the amount of our medical claims, and new taxes required by the Affordable Care Act our rates will be increasing by 4% effective 1/1/2014.
- 3.** The employee portion of the new monthly rates are as follows:
 - Individual Coverage: \$123.50
 - 2-Person Coverage: \$249.75
 - Family Coverage: \$290.75
- 4.** During open enrollment you may enroll in the Samford BCBS Health and Dental Plan, cancel your coverage, or make changes such as adding or dropping dependents.
- 5.** All additions, cancellations, and/or changes will be effective 1/1/2014.
- 6.** If you wish to enroll, cancel, or make changes you will need to complete a BCBS Open Enrollment Form.
- 7.** The BCBS Open Enrollment form will be located in the Forms section of the Human Resources website and also in the Human Resources Office, Samford Hall 302.
- 8.** Your enrollment form must be submitted to Human Resources by Friday, December 6. ***Forms received after 12/06/13 will not be accepted.***
- 9.** You may submit your form via:
 - fax to extension 4027
 - email to aekey@samford.edu
 - campus mail to Amy Patterson – Human Resources
 - or you may bring your form to the drop off box located in Samford Hall 302

B. Flexible Spending Accounts

1. If you wish to participate in either the 2014 Medical Spending Account or the 2014 Dependent Care Spending Account **YOU MUST** complete an enrollment form. It is an IRS requirement that you complete an enrollment form for each year that you wish to participate in the Flexible Spending Accounts
2. Effective 1/1/2014, BCBS of Alabama will be our Flexible Spending Account provider.

1. Medical Spending Account:

- ❖ You may contribute up to a maximum of \$2,500 to your 2014 Medical Spending Account. This is a federally mandated maximum set up by the IRS under the Patient Protection and Affordable Care Act (PPACA).
- ❖ The \$2,500 maximum is a per-employee maximum. This means if both you and your spouse are full time employees at Samford, you both may contribute up to a maximum of \$2,500 to a Medical Spending Account.
- ❖ For employees who are participants in the Samford BCBS Health and Dental Plan, reimbursement of expenses will be automatic using BCBS claims data. You will pay the provider for the out of pocket expenses (such as your co-pay), the provider will file a claim with BCBS, BCBS processes the claim and applies University benefits. The flex system automatically applies any eligible expenses and reimburses the participant. Reimbursements can be direct deposited to your banking account or mailed to your home address.
- ❖ For employees who are not participants in the Samford BCBS Health and Dental Plan, reimbursements will need to be requested manually online or via paper claim.
- ❖ Participants will receive daily statements with each activity and quarterly statements regardless of activity.
- ❖ Enrollment forms will be located in the Forms section of the Human Resources website and also in the Human Resources Office, Samford Hall 302.
- ❖ Your enrollment form must be submitted to Human Resources by Friday, December 6. ***Forms received after 12/06/13 will not be accepted.***
- ❖ You may submit your form via:
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2. Dependent Care Spending Account:

- ❖ The Dependent Care Spending Account is an account that can be used for reimbursement of daycare/childcare expenses. It is not for reimbursement of dependent medical expenses.
- ❖ You may contribute up to a maximum of \$5,000 to your 2014 Dependent Care Spending Account. This is a pre-family maximum. If both you and your spouse are eligible to participate in a Dependent Care Spending Account you may contribute a total of \$5000.00.
- ❖ Enrollment forms will be located in the Forms section of the Human Resources website and also in the Human Resources Office, Samford Hall 302.
- ❖ Your enrollment form must be submitted to Human Resources by Friday, December 6. ***Forms received after 12/06/13 will not be accepted.***
- ❖ You may submit your form via:
 - fax to extension 4027
 - email to aekey@samford.edu
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C. VSP Vision Care Plan:

- ❖ The VSP Vision Care Plan is an optional vision plan available to all full time employees of Samford. You do not have to be a participant in the Samford BCBS Health and Dental Plan to participate in the VSP Vision Care Plan.
- ❖ There have been no changes made to covered services under the plan (co-pays, deductibles); however due to the Health Insurance Provider Fee, part of the ACA, VSP will be increasing the current rates by 2% effective 1/1/2014.
- ❖ The new monthly rates are as follows:
 - Individual Coverage: \$7.39
 - 2-Person Coverage: \$14.78
 - Family Coverage: \$23.80
- ❖ Enrollment forms will be located in the Forms section of the Human Resources website and also in the Human Resources Office, Samford Hall 302.

- ❖ Your enrollment form must be submitted to Human Resources by Friday, December 6. *Forms received after 12/06/13 will not be accepted.*
- ❖ You may submit your form via:
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 - email to aekey@samford.edu
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D. Optional Life Insurance Plans

- ❖ During this time you may elect to enroll in optional employee life, optional spousal life, optional dependent child life, and optional accidental death and dismemberment insurance.
- ❖ If you are currently enrolled in the optional life (employee/spouse/dependent child/accidental death and dismemberment), you have the opportunity to increase your current amounts.
- ❖ Enrollment forms will be located in the Forms section of the Human Resources website and also in the Human Resources Office, Samford Hall 302.
- ❖ Your enrollment form must be submitted to Human Resources by Friday, December 6. *Forms received after 12/06/13 will not be accepted.*
- ❖ You may submit your form via:
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1. Optional Employee Life

- ❖ You may enroll in \$10,000 up to a maximum of \$500,000 in coverage chosen in \$10,000 increments.
- ❖ All amounts are subject to evidence of insurability
- ❖ The premiums are age based. The brackets can be found on the Human Resources website under Benefits – Life and Accidental Death/Dismemberment Insurance.

- ❖ If you are currently enrolled in the optional employee life you may at this time increase coverage up to the maximum of \$500,000, subject to evidence of insurability.

2. Optional Spousal Life

- ❖ You may enroll in \$10,000 up to a maximum of \$500,000 in coverage chosen in \$10,000 increments.
- ❖ All amounts are subject to evidence of insurability
- ❖ The premiums are age based. The brackets can be found on the Human Resources website under Benefits – Life and Accidental Death/Dismemberment Insurance.
- ❖ Please note: If you wish to enroll in the optional spousal life, you must either also enroll in optional employee life or be currently enrolled in the optional employee life.
- ❖ If you are currently enrolled in the optional spousal life you may at this time increase coverage up to the maximum of \$500,000, subject to evidence of insurability

3. Optional Dependent Child Life

- ❖ You may enroll in either a \$5,000 or \$10,000 policy for your dependent children under age 19, or up to 23 if a full time student.
- ❖ The premiums are \$1.00 per month for \$5,000 policy or \$2.00 per month for \$10,000 policy.
- ❖ If you wish to enroll in the optional dependent child life, you must either also enroll in optional employee life or be currently enrolled in the optional employee life.

4. Optional Accidental Death and Dismemberment Insurance:

- ❖ You may enroll in up to a maximum of \$500,000 in coverage chosen in \$1,000 increments.
- ❖ Amounts in excess of \$250,000 cannot exceed 10 times your salary.
- ❖ No evidence of insurability is required for this coverage.
- ❖ The premiums are 1.9 cents per thousand for individual coverage and 3 cents per thousand for family coverage.

- ❖ If you are currently enrolled in the optional accidental death and dismemberment insurance you may at this time increase coverage up to the maximum of \$500,000 (subject to the aforementioned restriction).