



# Open Enrollment Instruction Summary

for Regular-Benefited Employees

September 12 – October 7, 2016

All changes are effective January 1, 2017

During Open Enrollment, you may make changes to the following:

- 1) MEDICAL - change your CalPERS Medical Plan; add or drop eligible dependents
- 2) DENTAL and VISION - add insurance (if you previously had cash-in-lieu)
- 3) CASH-IN-LIEU - Drop your existing medical/dental/vision coverage and enroll in Cash-in-Lieu (if you have other medical insurance coverage)
- 4) FSA/DCA – enroll (or continue) in a Flexible Spending Account or Dependent Care Account
- 5) BASIC LIFE INSURANCE – name a beneficiary(ies) on HRConnection.com
- 6) OPTIONAL LIFE INSURANCE – enroll (or add coverage) in Optional Life Insurance/AD&D
- 7) AFLAC – enroll in an AFLAC supplement insurance plan
- 8) CalPERS 457 Optional Retirement Plan – enroll in 457 plan or change contribution amount

## 1. MEDICAL BENEFITS

Total Premiums Cal Poly Corporation will pay for 2017:

	Employee Only	Employee + One	Employee + Two or More
Anthem HMO Traditional	\$799.15	\$1,598.30	\$2,077.79
Blue Shield Access	\$778.45	\$1,556.90	\$2,023.97
Blue Shield Net Value	Not offered in 2017		
United Healthcare	\$549.76	\$1,099.52	\$1,429.38
PERS Choice	\$714.43	\$1,428.86	\$1,857.52
PERS Select	\$633.46	\$1,266.92	\$1,647.00
PERS Care	\$802.24	\$1,604.48	\$2,085.82

\*See the [2017 Health Benefit Summary](#), [Medical Plans & Rates 2017](#), and [Medical Insurance Plans Summary of Covered Services](#) for information on each plan

2017 Employer Contribution Rates:

	Employee Only	Employee + One	Employee + Two or More
<b>2017 CPC Employer</b>	\$633.46	\$1,266.92	\$1,647.00

\*Please note that the Board of Directors have final approval of the contribution rate

## Employee Monthly Medical Premiums for 2017:

	Employee Only	Employee + One	Employee + Two or More
<b>EMPLOYEE CONTRIBUTIONS</b>			
Anthem Traditional HMO	\$165.69	\$331.38	\$430.79
Blue Shield Access+ HMO	\$144.99	\$289.98	\$376.97
United Healthcare HMO	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PERS Choice PPO	\$80.97	\$161.94	\$210.52
PERS Select PPO	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PERS Care PPO	\$168.78	\$337.56	\$438.82

The plans above include Fresno, Imperial, Inyo, Kern, Kings, Madera, Riverside, Orange, San Diego, San Luis Obispo, Santa Barbara and Tulare Counties.

## NOTES:

1. The Blue Shield NetValue HMO has been discontinued for 2017.
2. Any employees enrolled in NetValue in 2016 will automatically be changed to Blue Shield Access+ HMO, unless they choose a different option during the Open Enrollment Period.
3. Blue Shield Access+ has 2 local networks of doctors for SLO County: 1) Physicians Choice Medical Group (aka SLO Select IPA); and 2) Coastal Communities Physicians Network.
4. United Healthcare HMO only contracts with Coastal Communities (not Physicians Choice) and does not have any physicians located in South SLO County (Santa Maria, Oceano or Nipomo areas). United Healthcare HMO contracts with French Hospital and Arroyo Grande Community Hospitals only – other area hospitals (Sierra Vista in SLO, Twin Cities in Templeton, and Marian in Santa Maria, are not contracted for non-emergencies). A Primary Care Physician (PCP) will be assigned by location – you can call the # on the back of your ID card to change PCP's.
5. Visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov) and click on Active Members – Health Benefits – Plans & Rates – and click on specific plan “Evidence of Coverage” to see the services that are covered.
6. The CalPERS website also has a 2017 Health Plan Chooser – which compares the costs and benefits of all 6 CPC medical insurance plan options (NOTE: CPC is Public Agency; and under “Your Employer Monthly Premium Contribution” type in \$633.46 for Employee Only, or \$1,266.92 for Employee +1; or \$1647.00 for Employee 2+).
7. If you want to keep your existing medical plan for 2017, you do not need to do anything (no form required).

### How to Make a Medical Plan Change:

Complete the [Medical Insurance Plan Change Form](#) and submit to Darsi Bakker, Human Resources, Building 15, Room 130, 756-6434 by 10/7/16. You will be contacted by CPC HR the week of October 10<sup>th</sup> to sign the HBD-12, a CalPERS required enrollment form that needs to be prepared for your signature. Any changes will be effective January 1, 2017.

## 2. DENTAL AND VISION BENEFITS

Dental and Vision benefits are provided to all CPC Regular, Benefited employees free of charge. Dental and Vision benefits end when a dependent reaches age 26. Employees are responsible for removing ineligible dependents from the HRConnection website when a dependent is no longer eligible for benefits. See the [Dental, Vision & Life Insurance Information Packet](#) for more information.

### How to Make Changes to Dental and/or Vision:

Contact Darsi Bakker at 805/756-6434 to open the portal, and then make your changes directly through the [www.HRConnection.com](http://www.HRConnection.com) website by 10/7/16.

## 3. CASH-IN-LIEU OF BENEFITS

**Medical:** \$200/month

**Dental:** \$15/month

**Vision:** \$10/month

**Note:** if you are currently receiving Cash-in-Lieu of benefits, you still need to re-enroll for 2017. You must be enrolled in a medical benefit plan through another employer in order to be eligible for Cash-in-Lieu of benefits and must provide proof of alternate medical insurance. Employees who have Cash-in-Lieu of benefits and lose their medical, dental or vision benefits (obtained through another company) at any time during the year may enroll in the Cal Poly Corporation benefits if they submit a letter from their current plan indicating when they are losing their benefits. Notification must be given within 60 days of the loss of coverage, however it is best to notify us far in advance to ensure there is no lapse in coverage. Cal Poly Corporation employees may enroll in the Cash-in-Lieu program at other times during the year if there is a qualifying event such as marriage, birth/adoption, an open enrollment period for the spouse/domestic partner, etc.

### **How to Sign Up for Cash-In-Lieu of Benefits:**

Complete the *Cash-in-Lieu Participation Election Form* and submit the form and proof of insurance to Darsi Bakker, Human Resources, Building 15 by 10/7/16. You will be contacted by Darsi Bakker the week of October 10<sup>th</sup> to sign the HBD-12A, a CalPERS required form that needs to be prepared for your signature. Your Cash-in-Lieu of benefits are effective January 1, 2017 and are paid in two biweekly installments per month.

## **4. FLEXIBLE SPENDING and DEPENDENT CARE ACCOUNTS**

Both Flexible Spending Accounts (FSA) and Dependent Care Accounts (DCA) allow employees to set aside pre-tax dollars to pay for eligible expenses not covered by their medical, dental or vision insurance plans (FSA) or for eligible dependent care (DCA). The maximum an employee can set aside for the Flexible Spending Account is \$2,550 per calendar year. A Dependent Care Account may be established to cover the costs related to child care (dependents less than 13 years of age) with a maximum set aside of \$5,000 per calendar year (or \$2,500 if married, filing separately). The benefit to you of establishing one or both of these programs is that it sets aside pre-tax payroll dollars, lowering the taxes taken out of your pay. **NOTE: If you enrolled in an FSA or DCA in 2016 and wish to continue in 2017, you MUST re-enroll.**

To file a claim on a Flexible Spending Account or Dependent Care Account, the employee must provide a copy of the receipt (e.g., co-pay at the doctor, dentist or pharmacy) or receipt from the day care provider verifying that the expense has been incurred and the services rendered and submit to <http://www.takecarewageworks.com>

With an FSA Account, you can be reimbursed prior to the funds actually being deducted from your pay check. This option is not available for DCA expenses where you can only be reimbursed up to what has already been deducted from your paychecks.

NOTE: Any unused amounts in either the FSA or DCA may be forfeited at the end of the plan year. For FSA's, you can carryover up to \$500.00 to the following year if you were unable to use it. For DCA's there is no carryover option. For both the FSA and DCA, you are allowed 90 days after the plan year ending December 31 to submit eligible expenses for reimbursement for costs incurred in the prior year. It is important to carefully assess how much you expect to incur during the year when electing your annual contribution amount. In addition, due to IRS restrictions, changes or cancellation to your elected employee contribution during the plan year can only be made under limited circumstances, so plan accordingly.

### **How To Sign Up For a Flexible Spending and/or Dependent Care Account:**

Complete the following forms: *FSA\_DCA Enrollment Form* - completed Page 1 – “CPC Flexible Spending Account/Dependent Care – Participation Election Form” and Page 2 – “TakeCare Salary Redirection Agreement”. If you are a new enrollee into one of these programs **OR** you had an FSA or DCA in 2016 but your bank has changed, complete Page 3 of the *FSA\_DCA Enrollment Form* – “TakeCare Direct Deposit Form” (if you want direct deposit for your reimbursements – this is Optional). Submit completed form(s) to Darsi Bakker, Human Resources, Building 15, Room 130, 756-6434 by 10/7/16.

## **5. BASIC LIFE INSURANCE**

Life Insurance and AD&D policies are a benefit provided to all CPC Regular, Benefited CPC employees free of charge at the time of hire (\$10,000, \$40,000, or \$70,000 policy – depending on level of position):

- \$10,000 policy for non-exempt employees
- \$40,000 policy for exempt employees
- \$70,000 policy for director-level employees

### **How To Name a Beneficiary for your Life Insurance Policy:**

You are automatically enrolled in Basic Life Insurance at the time of hire, but you do need to go into [www.HRConnection.com](http://www.HRConnection.com) to name your life insurance beneficiary(ies).

## 6. OPTIONAL LIFE INSURANCE

At any time (not just during the Open Enrollment Period), you can apply for **Optional** Term Life Insurance and/or Accidental Death and Dismemberment Insurance (AD&D) coverage or increase coverage amounts if you already have Optional Life/AD&D Insurance. If you want to purchase Optional Life Insurance (or add additional insurance) and/or AD&D for yourself, your spouse or children - you will need to complete a Statement of Health (Evidence of Insurability Form) and be approved by the insurance carrier. NOTE: your beneficiary for Optional Life Insurance will be the same as your Basic Life Insurance beneficiary unless you specifically request the portal to be opened so you can name a different person.

### A. **Optional Life Insurance**

Employee may purchase Optional Life Insurance 1 to 5 times their basic annual earnings, in increments of \$10,000, up to a maximum of \$500,000. Monthly cost will increase as employee ages (i.e., as they move from one age category to the next). Employee may also elect Spouse Life Insurance (\$10,000 policy for \$2.30 per month, regardless of age) and/or Child Life Insurance (\$5,000 policy for \$.82 per month that covers all eligible children).

### B. **Optional Accidental Death & Dismemberment (AD&D)**

This provides benefits for severe accidents (an accident that results in paralysis or the loss of a limb, speech, hearing or sight, or brain damage or coma) or loss of life. Employee may purchase Optional AD&D Insurance 1 to 10 times their basic annual earnings, in increments of \$10,000, up to a maximum of \$500,000. Monthly rates are \$.03/\$1000 coverage for an individual or \$.04/\$1000 coverage for a family.

### **How to Sign Up for Optional Life Insurance and/or AD&D:**

Contact Darsi Bakker (805/756-6434) and request the portal be opened so you can apply for Optional Life Insurance and/or AD&D - which is facilitated through the HRConnection website ([www.hrconnection.com](http://www.hrconnection.com)). Print out the Statement of Health (Evidence of Insurability) form found on the website and submit the completed form to Anthem Blue Cross.

## 7. AFLAC INSURANCE PROGRAMS

AFLAC is a voluntary supplement to your current insurance programs which pays the employee cash in the case of injuries/illnesses and for preventative care services. The following plans are currently offered: Accident, Cancer, Sickness, Dental Supplement, and Specified Health Event.

### **How to Sign Up for AFLAC Insurance Programs:**

Karen Wilson is our AFLAC representative. Please contact her directly at 805-423-5671 or email [k\\_wilson@us.aflac.com](mailto:k_wilson@us.aflac.com) if you are interested in enrolling or setting up an appointment. You may look at the different plans by visiting [www.aflac.com](http://www.aflac.com) or see the [AFLAC Product Overview](#).

## 8. CalPERS 457 OPTIONAL RETIREMENT PLAN

CPC Benefited employees are enrolled in a mandatory CalPERS pension plan at their time of hire, and contribution levels are set at a fixed percentage of income – 5% for employees hired before 12/31/12 and 6.5% for employees hired after 1/1/13. If you want to increase your retirement savings potential, CalPERS has an Optional 457 Retirement Plan that you can choose to participate in. You can contribute to this pre-tax plan via automatic payroll deduction for as little as \$25/month. NOTE: There is no “open enrollment” period for contributing to the 457 Plan – it can be initiated and stopped at any time.

### **How to Sign Up for a 457 Plan:**

Complete the following forms: If you are a first time participant, fill out the [CalPERS 457 Plan Employee New Enrollment Form](#). If you have previously contributed to the CalPERS 457 program and have an existing account, fill out the [CalPERS 457 Plan Participant Change Authorization Form](#). For both new and existing participants, fill out the [CalPERS 457 Plan Beneficiary Designation Form](#). Submit all completed forms to Darsi Bakker, Human Resources, Building 15, Room 130, 756-6434.