New Employee Orientation

UCONN

Department of Human Resources
The University of Connecticut is consistently ranked among the top 25 public research universities in the country.

AGENDA

Overview
9:00 AM - 9:20 AM

Policies
9:20 AM - 11:00 AM

Payroll
11:00 AM - 11:30 AM

Parking
11:30 AM - 11:45 AM

Benefits
11:45 AM - 1:30 PM

UCPEA (103) - AAUP (HR Exec)
12:30 PM – 1:00 PM

NEO presentation: http://hr.uconn.edu/neo-info/
Introductions

Recipients of the 2018 UConn Team Spirit Award, Hartford Campus Administration with Jonathan the Husky
Dr. Susan Herbst was appointed President of UConn on December 20, 2010

Our 15th President

Reports to a Board of Trustees
The University has adopted a wide-ranging new academic vision to shape its efforts in the coming decade to become a national leader in breakthrough research, innovative undergraduate and graduate education, service, and public engagement.
$1.5B for capital projects
($235M reallocation from UC2K)

6,580 increase in undergraduate enrollment

259 New Faculty (200 in STEM) & 150 New Staff
UConn Official Communication

- UConn Today
- UConn Social Media: Stay Connected
- Websites
  - On-line Employee Resource Guide
  - Faculty & Staff home page
- Daily Digest: M-F, 11 am
- First.Last@uconn.edu
- MyUConn – the official UConn Mobile
  http://my.uconn.edu/
- President, Provost, Public Safety
  emails & job distribution lists
- Official University Logo & Wordmark
  Policy – brand.uconn.edu
Faculty & Staff Online Website

http://uconn.edu/facultystaff
Day 1 Information for All Employees

- Husky One Card- your UConn ID
  - Bring your offer letter and a photo ID
  - Call first to ensure you are in the system
  - Ex. 1111111 (7 digits as identifier for PS)

- NetID - your UConn electronic ID (ex. abc11111) to access Outlook, HuskyCT and more
  - https://netid.uconn.edu

- AAUP, AFSCME, CEUI, Police & Fire, UCPEA

- Employee ID-your State of CT identifier
  - Ex 111111 (6 digits) for paycheck, State of CT Benefits, timecard, payroll deductions

- 12 Recognized State of Connecticut Holidays

- Emergency Closing Policy
  - http://www.hr.uconn.edu/emerg_closing_info.html

- Emergency Notification: alert.uconn.edu
Our Campuses

UCONN

Human Resources
Workplace Standards

An environment that values your unique contributions

Provide effective policies, programs and resources
Recognizing a Disrespectful Workplace

- Some inappropriate behaviors not construed as violation of policy
- Some inappropriate behaviors are clearly recognizable as violations of policies and may violate laws

Small ongoing inappropriate behaviors can escalate over time
The Office of University Compliance

What is Compliance?

- Efforts to comply with laws and policies
- Individual responsibility
- Doing the right thing

It’s about:

- University-wide Resource
- Training & Educational Initiatives
- Investigations
- Compliance Monitoring
- Policy Development & Review
- And More!

Visit: compliance.uconn.edu
It is incumbent upon you to read and understand the policies that are associated with your position (or role)

http://policy.uconn.edu
University Code of Conduct

• Basic standards of workplace behavior

• Public statement of the University’s commitment to the highest standards of integrity

• All employees share responsibility for keeping the University in full compliance with all laws, regulations, and policies

• Annual Mandated Training

Find it at: policy.uconn.edu

compliance.uconn.edu
University Guide to the State Code of Ethics

- Applies to each of us as University employees
- Intended to prevent individuals from using their public position for personal financial benefit
- Violations can (and have) lead to fines and penalties
- Contact the University ethics liaison as a resource regarding compliance

https://compliance.uconn.edu/ethics-overview/
ethics@uconn.edu
If you wish to report a concern or a suspected University policy violation anonymously, contact the University’s REPORTLINE.

Phone: 1-888-685-2637

Web reporting address: https://uconncares.alertline.com/gcs/welcome

When receiving and directing compliance concerns for investigation and resolution, a confidential safe harbor is maintained.

Available 24 hours a day, 7 days a week.
Non-Retaliation Policy

It is prohibited to retaliate against someone who reports a concern in good faith to the appropriate individuals of offices.

Contact the Office of University Compliance to report any activities that you feel may be retaliatory.

Kimberly Fearney
Interim Associate Vice President & Chief Compliance Officer

Office of University Compliance
(860) 486-2530
UniversityCompliance@uconn.edu
compliance.uconn.edu
As UConn employee, you may come in contact or work with personal information of:

- Students
- Employees
- Research subjects
- Patients
- Other constituents of the University

Various privacy laws, regulations and policies require that this information be maintained as confidential and stored securely.

The Office of Privacy Protection & Management is a central resource for privacy related issues and assists in the development of programs and practices to meet relevant privacy requirements and standards.
Privacy at UConn: Contact the Privacy Office

Contact the Privacy Office to learn more about:

- The data types considered **confidential** or **protected** per the [University’s Data Classification policy](#)
- Training to assist you with understanding applicable rules and your obligations when working with **confidential** and **protected** information
- Immediately report potential data compromises, inappropriate access to systems or data, missing data or devices, and concerns regarding Identity Theft to the Privacy Office

You can reach the Privacy Office at:

**Rachel Rudnick**
Chief Privacy Officer

(860) 486-5256
[privacy@uconn.edu](mailto:privacy@uconn.edu)
[privacy.uconn.edu](http://privacy.uconn.edu)
Staying Safe in the Workplace
Division of Public Safety

- **Emergency: 9-1-1**
- Routine Calls: 860-486-4800
- UConn Police
  - All campus locations
- UConn Fire/EMS
  - Storrs, Farmington
  - Local services at regional campuses
- Office of Emergency Management
- Annual Security & Fire Safety Report
- Emergency Operations Plan (eop.oem.uconn.edu)

- alert.uconn.edu
- Emergency Blue Phones
- Storrs Campus Outdoor Warning Sirens
- Emergency Hazard Guide (oem.uconn.edu)
- Active Threat Training

**EMERGENCY HAZARD GUIDE**

**UCONN ALERT**
Drug Free Schools and Campuses Act

- Provides alcohol and drug standards for faculty and staff
- Employees shall not unlawfully use, possess, distribute dispense or manufacture controlled substances, or be under the influence of a controlled substance, while on the job or in the workplace
- Any employee violating this policy will be subject to discipline, up to and including termination
- Concerned employees are encouraged to contact the Employee Assistance Program (EAP)
Staying Safe in the Workplace

Human Resources

Violence in the Workplace

Zero Tolerance

Threats

Verbal Abuse

Physical Abuse

Weapons
Staying Safe in the Workplace
Division of Environmental Health & Safety

Employee Safety Training Assessment
All employees complete on-line within 5 days of employment

EHS Services
• Safety training
• Regulated waste collection
• Safety inspections
• Consultation services
• and more...

@UConnEHS

ehs.uconn.edu/esta
Staying Safe in the Workplace
Division of Environmental Health & Safety

Safety is everyone’s responsibility.

**Employee “Must Do” List**
- Get trained and keep current in safety training
- Follow procedures
- Use Personal Protective Equipment
- Report and help resolve hazards

**Supervisor “Must Do” List**
- Ensure employees/students receive safety training & information on policies and procedures
- Identify and correct hazards
- Provide and require the use of Personal Protective Equipment
- Model Safe Behavior
Commitment to Diverse & Inclusive Learning & Working Environments
Office of Institutional Equity (OIE)

- Investigation of claims alleging violations of:
  - Policy Against Discrimination, Harassment and Related Interpersonal Violence
  - Non-Retaliation Policy
  - Affirmative Action/Equal Employment Opportunity (AA/EEO) Policy
  - Policy Statement: People with Disabilities

- University-wide Title IX compliance and incident response

- Recruitment and Search Process & AA/EEO Compliance

- Monitor disability access to university programs and services for people with disabilities (ADA/Section 504 Compliance)

- Diversity Awareness and Sexual Harassment Prevention Trainings

241 Glenbrook Road
Wood Hall - Unit-4175
Storrs, CT 06269
Phone: (860) 486-2943
Fax: (860) 486-6771
Email: equity@uconn.edu
www.equity.uconn.edu
www.titleix.uconn.edu
www.accessibility.uconn.edu
Commitment to Diverse & Inclusive Learning & Working Environments
Policy: Affirmative Action & Equal Employment Opportunity

- UConn is an AA/EEO employer. Our policy is to comply with all state and federal laws and regulations that prohibit employment discrimination. Employment search process is strictly monitored to ensure compliance. All services and programs are to be provided in a fair and impartial manner.

  - Equal Employment Opportunity: Equal employment practices under which no individuals are excluded from consideration, participation, promotion or benefits because of a protected class. EEO is achieved through Affirmative Action.

  - Affirmative Action: Results-oriented practices/programs that eliminate the effects of discrimination and ensure equal employment opportunity in hiring or recruitment, transfer, promotion, or training.

- Annual State and Federal Affirmative Action Plan
  - [equity.uconn.edu/search-process/](http://equity.uconn.edu/search-process/)
Commitment to Diverse & Inclusive Learning & Working Environments
Policy Against Discrimination, Harassment, and Related Interpersonal Violence

- Prohibits discrimination, harassment and related forms of interpersonal violence in the working and learning environments
- University employees must report any incidents of sexual assault, intimate partner violence, or stalking involving students immediately to OIE
- Managers must report any incidents of discrimination, harassment or related interpersonal violence, including inappropriate amorous relationships, to OIE
  - Failure to report known incidents is a policy violation
- Provides specific guidance regarding amorous relationships in the instructional and employment contexts
  - “Amorous relationships” under the policy means an intimate, sexual, and/or any other type of amorous proposal, encounter or relationship, whether casual or serious, short-term or long-term
- All forms of non-consensual sexual contact prohibited
Commitment to Diverse & Inclusive Learning & Working Environments
Amorous Relationships-Instructional and Employment Contexts

- **Instructional Context**
  - Faculty/staff relationships with undergraduate students are **prohibited**
  - Faculty/staff relationships with graduate students are **prohibited** if the graduate student is actually under that individual’s authority (authority includes teaching; formal mentoring or advising; supervision of research and employment of a student; exercising substantial responsibility for grades, honors, or degrees; and involvement in disciplinary action related to the student)

- **Employment Context**
  - Faculty/staff relationships with employees currently under their supervision are prohibited

- **Existing Romantic Relationships**
  - Relationships that existed prior to joining the University must be disclosed to OIE by the person in a position of authority before accepting a new supervisory role
  - Relationships that develop that are in violation of the policy must be disclosed immediately by the person in a position of authority
www.titleix.uconn.edu

- When students are sexually harassed or assaulted in the learning environment, a college or university will be liable if a University employee with authority to address the harassment and institute corrective measures on the school’s behalf receives actual notice of, and is deliberately indifferent to, the harassment or assault.

- The U.S. Department of Education’s Office of Civil Rights extends the obligation to respond beyond those who actually have authority to address the harassment, to any individual “who a student could reasonably believe has this authority or responsibility” to help.
Commitment to Diverse & Inclusive Learning & Working Environments
Sexual Assault, Intimate Partner Violence and Stalking

- Promotes campus safety and ensures victims receive full range of University support and reporting options
- Requires all employees who witness or receive a report of sexual assault, intimate partner violence and/or stalking to contact OIE as soon as possible
  - *If you witness any crime, call the police*
- Private vs. confidential victim conversations
- [www.titleix.uconn.edu](http://www.titleix.uconn.edu)
The University of Connecticut is committed to achieving equal education and employment opportunity and full participation for people with disabilities.

A qualified person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.

Federal law (update to §503) requires UConn to request that employees self-identify any disability.

Information is given to OIE for reporting purposes only. It is not placed with employees’ medical or personnel files.
Commitment to Diverse & Inclusive Learning & Working Environments
People with Disabilities

Students
- Center for Students with Disabilities (CSD)
  csd.uconn.edu

Employees
- Human Resources (ADA Case Manager)
  hr.uconn.edu/accommodations

Visitors and General Questions
- Office of Institutional Equity (OIE)
  equity.uconn.edu
Commitment to Diverse & Inclusive Learning & Working Environments
People with Disabilities

Employee Accommodations

• The University will make reasonable accommodations for the known physical and/or mental limitation(s) of otherwise qualified applicants and employees with disabilities as defined by state and federal law.

• Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

• In some instances (when undue hardship exists), the University may be unable to make certain accommodations.

• Questions or a Request for Reasonable Accommodations should be directed to the Human Resources' ADA Case Manager, Vicki Fry at 860-486-2036 or vicki.fry@uconn.edu
Student Accommodations

- The Center for Students with Disabilities (CSD) approves accommodations
- CSD notifies teaching professional(s) of approved accommodations via email
- Teaching professionals may not refuse to provide approved accommodations
- Contact CSD if any questions or concerns regarding student accommodations at 860-486-2020 or csd@uconn.edu
University of Connecticut Interpreting Services (UCIS) – ucis.uconn.edu
Coordinates services for individuals who are deaf or hard of hearing

- UCIS Services:
  - Sign language interpretation
  - Communication Access Realtime Transcription (CART)
  - Training
  - Community Outreach

- **Best practices communicating with individuals who are deaf or hard of hearing**
  (Methods of communication will vary)
  - Face the individual. Make eye contact. Do not yell or assume they lip read.
  - Communicate via pen/paper or texting
  - Ask the individual for their preferred mode of communication

- **Contact UCIS at 860-486-2020 or ucis@uconn.edu. For assistance or questions.**
The Pregnancy Discrimination Act is an amendment to Title VII of the Civil Rights Act of 1964.

Discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination.

Employees have the right to be free from discrimination in relation to pregnancy, childbirth and related conditions, including the right to a reasonable accommodation to the known limitations related to pregnancy.

Pregnant employees must be treated the same as any other temporarily disabled person.

An employer may not single out pregnancy-related conditions for special procedures to determine an employee’s ability to work.

Pregnant employees must be permitted to work as long as they are able to perform their jobs.

An employer must hold open a job for pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.

UConn complies with all state laws regarding breastfeeding or expressing milk in the workplace.

– See UConn's Lactation Policy at policy.uconn.edu
Selected Policies: Child Abuse and Neglect Reporting

**The Law** - Pursuant to State Law, virtually all employees (excluding student employees) of Connecticut Higher Education Institutions are mandatory reporters of child abuse and neglect.

**Your Role** - If you know or suspect that an individual under the age of 18 has been abused or neglected, you have a legal obligation to report this directly to the Department of Children and Families or law enforcement.

*Please Note*: If you witness child abuse or if there is an imminent or ongoing threat to an individual or the community, immediately call 911. Incidents of sexual assault to a child must also be reported to OIE as soon as possible.

**ADDITIONAL RESOURCES**

For additional guidance on child abuse reporting requirements, please refer to the DCF website ([http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314384](http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314384)).

Further questions may be directed to the University’s Office of Institutional Equity (OIE) at (860) 486-2943, or the Minor Protection Coordinator, HR, at (860) 486-4510.
## Selected Policies: Records Retention

<table>
<thead>
<tr>
<th>Record Series Title</th>
<th>Minimum Retention Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Records</td>
<td>10 yrs. from date of accident</td>
</tr>
<tr>
<td>Accounts</td>
<td>3 years or until audited, whichever comes later</td>
</tr>
<tr>
<td>Receivable/Payable</td>
<td></td>
</tr>
<tr>
<td>Annual Reports-record copy</td>
<td>Permanent / Archival</td>
</tr>
<tr>
<td>Applications for Admittance (potential students)</td>
<td>2 years from date of application</td>
</tr>
<tr>
<td>Applications for Employment</td>
<td>Hired – duration of employment + 30 yrs.</td>
</tr>
<tr>
<td></td>
<td>Not Hired – 2 years</td>
</tr>
<tr>
<td>Employee Files</td>
<td>Hired – duration of employment + 30 yrs.</td>
</tr>
<tr>
<td>Purchase Orders-Equipment</td>
<td>Retain for economic life of equipment</td>
</tr>
</tbody>
</table>

For more information contact University Archivist Betsy Pittman or your Department Administrator
For all records: [http://www.lib.uconn.edu/online/research/speclib/ASC/rm/index.htm](http://www.lib.uconn.edu/online/research/speclib/ASC/rm/index.htm)
Selected Policies: General Rules of Conduct

- General Rules of Conduct establish behavior guidelines for all University employees
- Employees have a reasonable right to know what conduct is expected of them
- Each department may have additional rules of which employees should be aware
- Employees may face discipline, up to and including dismissal for violation of the General Rules of Conduct
Accessing E-formation
Information Technology Services (ITS)

- Services and Support ([http://uits.uconn.edu](http://uits.uconn.edu))
- Policies ([http://policy.uconn.edu](http://policy.uconn.edu))
- Security Awareness ([http://security.uconn.edu](http://security.uconn.edu))
- Local Technology Support
- Campus Technology Assistance
  - On-line Request: [Login](http://uits.uconn.edu)
  - Email: [Helpcenter@uconn.edu](mailto:Helpcenter@uconn.edu)
  - Phone: *(860) 486-4357*(HELP)
  - Walk-in Location:
    - Level 1, Homer Babbidge Library
    - 369 Fairfield Way
    - Main Campus – Storrs
Accessing E-formation
Information Technology Services (ITS)

- Email is official and public
- Email etiquette
- Antivirus software
- Encryption
- Ensure computer operating system & software is patched regularly
- Set strong passwords

- Save your files to the enterprise file server, backed up nightly
- Never open unknown emails or attachments, only open and download from known sources
- Appropriate use of UConn computing & network resources
- Electronic Communication
- Use of official UConn email communications & lists
Personal and Job Related Support
Reach out to...

- Your Supervisor
- **University Ombuds**- Jim Wohl
- **EAP**- Gary Alger
- University Offices/Divisions: HR, Public Safety (police, fire, ems, locksmith), EH&S, University Compliance, OIE
- Your Union: AAUP, AFSCME, CEUI, Connecticut Police & Fire, UCPEA
- Multicultural Centers
  - Women’s Center
  - African American
  - Asian American
  - Puerto Rican Latin American
  - Rainbow Center
Other Services

- Hawley Armory Fitness & Wellness
- The Student Recreation Center
- UConn Health
  - Nayden Rehabilitation Clinic
- UConn Speech & Hearing Clinic
- UConn Bookstore
- Dining Services-Catering
- Design & Document Production Center
Summary

- Office of University Compliance
  - The Office of State Ethics’ online course can be found here: [http://www.ct.gov/ethics/cwp/view.asp?a=4130&q=484670&ethicsNav=1](http://www.ct.gov/ethics/cwp/view.asp?a=4130&q=484670&ethicsNav=1)
  - UConn Annual Mandated Compliance Training online or in person-Spring semester

- Office Institutional Equity-the following trainings must be completed within the first six months of employment:
  - State-Mandated Diversity Training
  - University-Mandated Sexual Harassment Prevention Training

- Department of Environmental Health & Safety (EH&S)
  - Safety training form for all employees (on-line)
  - University Information & Technology Services (UITS)
  - HB Library
    - Record Retention
  - Human Resources
  - Division of Public Safety
    - Police, Fire, EMT
Payroll Department

http://www.payroll.uconn.edu
860.486-2423, U-1111

Ellen Lowe, Assistant Director
ellen.lowe@uconn or 860.486-6915
Parking Services

Overview of Services
Registration
Q&A

http://park.uconn.edu/
What We Will Review Today

- **Health Insurance**
  - Medical – Prescriptions – Dental
    - Coverage Options
    - Cost
    - Eligibility
    - Effective Date
  - Benefit Enrollment
    - Forms
    - Due Dates
    - Time Frames

- **Supplemental Benefits**
  - Insurance
    - Life
    - Short Term Disability
    - Long Term Care
    - Auto and Homeowners
  - Flexible Spending Accounts
  - Qualified Transportation Accounts
  - Additional Saving Plans: Retirement
  - SmartShopper Program

- **Life Insurance**
- **Retiree Health Benefits**
- **Family and Medical Leaves (FMLA)**
- **Retirement Plans**
Medical Insurance Carriers

Anthem

- Regional network: CT, MA, RI
- Nationwide access

UnitedHealthcare

- Regional network: CT, NJ, NY (Oxford network, not UnitedHealthcare)
- Nationwide access: UnitedHealthcare network (outside of CT, NJ, NY)

NOTE:
You must live or work within a plan’s regional service area to enroll in that plan – even though the plan has a national network
Medical Options

Point of Enrollment-Gated (POE-G)
- Network-based care only except in emergencies
- Primary care physician referrals required

Point-of-Enrollment (POE)
- Network-based care only except in emergencies
- No referrals to specialists required

Point-of-Service (POS)
- In-Network
- Out-of-Network: $300/person deductible, coinsurance
- Emergencies covered as in-network
Preferred "Site of Service" (SOS) Providers

Starting March 1, 2018 the State has identified Preferred SOS Providers of Labs, Radiology & Imaging Services to save State employees money

Preferred SOS Providers:
- SOS Labs, Radiology and Imaging Centers
- Generally community-based providers offering outpatient services
- Deliver high-quality, low-cost services
- Employees have 100% of cost covered ($0 copay)

In-Network Providers that are NOT SOS Providers:
- Employees are charged:
  - 20% of the cost of the service (potentially hundreds of dollars out-of-pocket)
  - $15 copay for services performed during an office visit at physician or specialist’s office

Out-of-Network Providers (not SOS Providers)
- Employees are charged:
  - Up to 40% of the costs for using an out-of-network provider

To Find Preferred SOS Providers:
- Call the Provider directly
- Contact Anthem at https://www13.anthem.com/cp/web/statect/find-a-doctor
- Contact UnitedHealthcare Oxford at https://stateofct.welcometouhc.com

For more information see Frequently Asked Questions at http://www.osc.ct.gov/siteofservice.html
## Highlights of Medical Plans

<table>
<thead>
<tr>
<th>BENEFIT FEATURES</th>
<th>BOTH CARRIERS</th>
<th>BOTH CARRIERS</th>
<th>BOTH CARRIERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>POE, POE-G AND OUT-OF-AREA IN NETWORK</td>
<td>POS IN NETWORK</td>
<td>POS OUT-OF-NETWORK</td>
</tr>
<tr>
<td>Outpatient Physician Visits, Walk-in Centers and Urgent Care Centers</td>
<td>$15 co-pay</td>
<td></td>
<td>80%(^1)</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>No co-payment for preventive care visits and immunizations</td>
<td></td>
<td>80%(^1)</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>$250 co-pay(^2)</td>
<td></td>
<td>$250 co-pay(^2)</td>
</tr>
<tr>
<td>Diagnostic X-Ray and Lab</td>
<td>Preferred: 100% (prior authorization required for diagnostic imaging)</td>
<td></td>
<td>60%(^5) (prior authorization required for diagnostic imaging)</td>
</tr>
<tr>
<td></td>
<td>Non-Preferred: 80% (prior authorization required for diagnostic imaging)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Admission Testing</td>
<td>100%</td>
<td></td>
<td>80%(^1)</td>
</tr>
<tr>
<td>Inpatient Physician</td>
<td>100% (prior authorization required)</td>
<td></td>
<td>80%(^1) (prior authorization required)</td>
</tr>
<tr>
<td>Inpatient Hospital</td>
<td>100% (prior authorization required)</td>
<td></td>
<td>80%(^2) (prior authorization required)</td>
</tr>
<tr>
<td>Outpatient Surgical Facility</td>
<td>100% (prior authorization required)</td>
<td></td>
<td>80%(^1) (prior authorization required)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>100% (if emergency)</td>
<td></td>
<td>100% (if emergency)</td>
</tr>
<tr>
<td>Routine Eye Exam</td>
<td>$15 co-pay, 1 exam per year(^3)</td>
<td></td>
<td>50%, 1 exam per year</td>
</tr>
<tr>
<td>Annual Deductible</td>
<td>Individual $350(^4) Family $350 each member (^4) (1,400 maximum)</td>
<td></td>
<td>Individual: $300 Family: $900</td>
</tr>
<tr>
<td>Annual Out-of-Pocket Maximums</td>
<td>Individual: $2,000 Family: $4,000</td>
<td></td>
<td>Individual: $2,000 (plus deductible) Family: $4,000 (plus deductible)</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>None</td>
<td></td>
<td>None</td>
</tr>
</tbody>
</table>

1 You pay 20% of the allowable charge plus 100% of any amount your provider bills over the allowable charge.
2 Waived if admitted.
3 HEP participants have $15 co-pay waived once every two years.
4 Waived for HEP-Compliant Members.
5 You pay 40% of the allowable charge plus 100% of any amount your provider bills over the allowable charge.
# Medical Biweekly Paycheck Deductions

**Your 2018-2019 Payroll Deductions**

Health Enhancement Program Bi-Weekly Payroll Deductions | July 1, 2018 through June 30, 2019 (26 Pay Periods)

If you do not enroll in the Health Enhancement Program, an additional $46.16 will be deducted from your paycheck bi-weekly.

(employees on semi-monthly pay schedules will have slightly higher deductions.)

<table>
<thead>
<tr>
<th>MEDICAL PLANS</th>
<th>EMPLOYEE</th>
<th>NEW HIRE</th>
<th>NON-UNION</th>
<th>EMPLOYEE +1</th>
<th>NEW HIRE</th>
<th>NON-UNION</th>
<th>FAMILY</th>
<th>NEW HIRE</th>
<th>NON-UNION</th>
<th>FLES*</th>
<th>NEW HIRE</th>
<th>NON-UNION</th>
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<tr>
<td></td>
<td>UNION</td>
<td>NEW HIRE</td>
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<td>NEW HIRE</td>
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<td>FAMILY</td>
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<td>NEW HIRE</td>
<td>UNION</td>
</tr>
<tr>
<td>Point of Enrollment – Gatekeeper Plans (POE-G)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Anthem State BlueCare POE Plus</td>
<td>$28.99</td>
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<td>$83.84</td>
<td>$108.68</td>
<td>$149.04</td>
<td>$107.72</td>
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<td>$80.85</td>
<td>$109.39</td>
<td>$79.55</td>
<td>$101.93</td>
<td>$134.25</td>
<td>$41.64</td>
<td>$55.72</td>
<td>$84.53</td>
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<tr>
<td>Point of Enrollment Plans (POE)</td>
<td></td>
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<td></td>
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<tr>
<td>Anthem State BlueCare</td>
<td>$31.85</td>
<td>$43.38</td>
<td>$67.98</td>
<td>$95.95</td>
<td>$120.88</td>
<td>$149.56</td>
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<td>$83.37</td>
<td>$115.56</td>
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<tr>
<td>UnitedHealthcare Oxford</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>HMO Select</td>
<td>$25.48</td>
<td>$34.51</td>
<td>$54.18</td>
<td>$76.79</td>
<td>$96.66</td>
<td>$119.21</td>
<td>$102.20</td>
<td>$126.59</td>
<td>$146.30</td>
<td>$51.30</td>
<td>$66.65</td>
<td>$92.11</td>
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<tr>
<td>Point of Service Plans (POS)</td>
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<td>$41.08</td>
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<td>$161.93</td>
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<td>$272.39</td>
<td>$73.54</td>
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<td>Anthem State Preferred POS*</td>
<td>$98.57</td>
<td>$100.88</td>
<td>$125.36</td>
<td>$287.87</td>
<td>$328.87</td>
<td>$422.95</td>
<td>$338.36</td>
<td>$378.36</td>
<td>$522.39</td>
<td>$197.37</td>
<td>$217.37</td>
<td>$271.50</td>
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<tr>
<td>UnitedHealthcare Freedom Select</td>
<td>$33.44</td>
<td>$42.93</td>
<td>$56.94</td>
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<td>$115.52</td>
<td>$125.27</td>
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<td>$75.99</td>
<td>$96.80</td>
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<td>Out of Area Plans (OOA)</td>
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<tr>
<td>Anthem OOA</td>
<td>$41.08</td>
<td>$52.41</td>
<td>$79.25</td>
<td>$141.93</td>
<td>$178.00</td>
<td>$213.96</td>
<td>$163.98</td>
<td>$208.21</td>
<td>$262.58</td>
<td>$73.54</td>
<td>$101.30</td>
<td>$165.33</td>
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<tr>
<td>UnitedHealthcare Oxford Out of Area</td>
<td>$33.44</td>
<td>$43.55</td>
<td>$60.53</td>
<td>$115.52</td>
<td>$183.38</td>
<td>$233.18</td>
<td>$133.47</td>
<td>$145.28</td>
<td>$163.44</td>
<td>$59.85</td>
<td>$77.04</td>
<td>$102.91</td>
</tr>
</tbody>
</table>

**Notes:**
- Family Loss employed spouse (FLES) rate is available only when both spouses are enrolled in active coverage, eligible for health insurance, and enrolled in the same plan, along with at least one child. For those in FLES, both employers must enroll in order to participate in the Health Enhancement Program.
Health Enhancement Program (HEP)

- **Key Components**
  - Preventive physical examinations
  - Preventive screenings
  - Disease counseling and education programs
  - Must be compliant after first full calendar year of enrollment

- **Election Covers Employees and Covered Family Members**

- **Financial Incentives to Participate**
  - Copayment waived for physicals
  - Two free dental cleanings per year, plus no limit on periodontal care (for covered members enrolled in dental)
  - Disease management: waived office visit copays, reduced prescription drug copays, $100 compliance payment

- **Financial Disincentive for Non-participation/Non-compliance**
  - $100/month premium
  - $350 per person annual deductible ($1,400 family max)

- **Participants Who Are Non-compliant**
  - Given appropriate notice and opportunity to improve
  - Ineligible to re-enroll until start of following month
## 2018 HEP Preventive Care Requirements

<table>
<thead>
<tr>
<th>Preventive Screenings</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 - 5</td>
</tr>
<tr>
<td>Preventive Visit</td>
<td>1 per year</td>
</tr>
<tr>
<td>Vision Exam</td>
<td>N/A</td>
</tr>
<tr>
<td>Dental Cleanings*</td>
<td>N/A</td>
</tr>
<tr>
<td>Cholesterol Screening</td>
<td>N/A</td>
</tr>
<tr>
<td>Breast Cancer Screening (Mammogram)</td>
<td>N/A</td>
</tr>
<tr>
<td>Cervical Cancer Screening (Pap Smear)</td>
<td>N/A</td>
</tr>
<tr>
<td>Colorectal Cancer Screening</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Dental cleanings are required for family members who are participating in one of the state dental plans
**Or as recommended by your physician

For those with a chronic condition: The household must meet all preventive and chronic requirements to be compliant.
**Disease Counseling and Education Programs**
- Diabetes, both Type 1 and 2
- Heart failure/heart disease
- Hypertension
- Asthma and COPD
- Hyperlipidemia

**Health Care Counselor**
- Current strategies to control the disease
- Written materials
- Online resources

**Financial Incentives**
- Office visit copayments waived/rebated
- Prescription drug copayments reduced: $0/5/12.50 (waived for prescribed diabetes drugs)
- $100 cash payment for compliance in disease management program
# Pharmacy Benefits through Caremark

<table>
<thead>
<tr>
<th>For...</th>
<th>Prescription Co-Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic drug</td>
<td>$5 Preferred</td>
</tr>
<tr>
<td></td>
<td>$10 Non-Preferred</td>
</tr>
<tr>
<td>Brand-name drug</td>
<td>$25 Preferred</td>
</tr>
<tr>
<td></td>
<td>$40 Non-Preferred</td>
</tr>
<tr>
<td>CVS/Caremark Standard Formulary</td>
<td>Prior authorizations to fill certain drugs</td>
</tr>
<tr>
<td>Where filled</td>
<td>First 30-day fill can be at any participating pharmacy. After that, choice:</td>
</tr>
<tr>
<td></td>
<td>• Caremark mail order pharmacy</td>
</tr>
<tr>
<td></td>
<td>• Pharmacy that participates in State’s Maintenance Drug Network</td>
</tr>
</tbody>
</table>

**Note:** Copays for medications to treat chronic conditions under the HEP program:
- Tier I (generic): $0
- Tier 2 (preferred): $5
- Tier 3 (non-preferred): $12.50
- $0 for medications and supplies to treat diabetes (Type 1 and Type 2)
### Dental Options through CIGNA

<table>
<thead>
<tr>
<th></th>
<th>Basic Plan (any dentist)</th>
<th>Enhanced Plan (network)</th>
<th>DHMO (network only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Deductible</strong></td>
<td>None</td>
<td>$25/individual, $75/family</td>
<td>None</td>
</tr>
<tr>
<td><strong>Annual Maximum</strong></td>
<td>None ($500 per person for periodontics)</td>
<td>$3,000 per person (excluding orthodontics)</td>
<td>None</td>
</tr>
<tr>
<td><strong>Exams, Cleanings, and X-rays</strong></td>
<td>Covered at 100%</td>
<td>Covered at 100%&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Covered at 100%</td>
</tr>
<tr>
<td><strong>Periodontal</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Covered at 80% (100% if enrolled in HEP)</td>
<td>Covered at 100%&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>- Maintenance</td>
<td>Covered at 50%</td>
<td>Covered at 80%</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>- Rooting Scaling &amp; Planning</td>
<td>Covered at 100%</td>
<td>Covered at 100%&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Simple Restoration</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fillings</td>
<td>Covered at 80%</td>
<td>Covered at 80%</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>- Oral Surgery</td>
<td>Covered at 67%</td>
<td>Covered at 80%</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Major Restoration</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Crowns</td>
<td>Covered at 67%</td>
<td>Covered at 67%</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>- Dentures, Fixed Bridges</td>
<td>Not covered&lt;sup&gt;4&lt;/sup&gt; Not covered&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Covered at 50%</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>- Implants</td>
<td>Not covered&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Covered at 50% (up to $500)</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt; Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Orthodontia</strong></td>
<td>Not covered&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Plan pays $1,500 per person per lifetime</td>
<td>Covered&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>1</sup> In the Enhanced plan, be sure to use an in-network dentist to ensure 100% coverage; with out-of-network dentists, you will be subject to balance billing if your dentist charges more than the maximum allowable charge.

<sup>2</sup> If enrolled in HEP, frequency limits and cost share are applicable; however, periodontal maintenance and periodontal root scaling & planning do not apply to the annual $500 maximum.

<sup>3</sup> Contact CIGNA for patient co-pay amounts.

<sup>4</sup> While not covered, you will get the discounted rate on these services if you visit a network dentist, unless prohibited by state law.
## Dental Biweekly Payroll Deductions

**BIWEEKLY DEDUCTIONS FOR EMPLOYEES ON REGULAR PAYROLL**  
*July 1, 2018 – June 30, 2019*

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Employee Only</th>
<th>Employee + 1</th>
<th>Family</th>
<th>FLES*</th>
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</thead>
<tbody>
<tr>
<td>Basic</td>
<td>$0.00</td>
<td>$14.20</td>
<td>$14.20</td>
<td>$7.27</td>
</tr>
<tr>
<td>Enhanced</td>
<td>$0.00</td>
<td>$12.24</td>
<td>$12.24</td>
<td>$6.27</td>
</tr>
<tr>
<td>DHMO</td>
<td>$0.00</td>
<td>$4.82</td>
<td>$6.84</td>
<td>$2.82</td>
</tr>
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</table>

*Family Less Employed Spouse (FLES) rate is available only when both spouses are employed by the State of Connecticut, eligible for health insurance, and enrolled in the same plan, along with at least one child.*
Medical & Dental Information

- **Eligible Dependents**
  - Spouse (can include civil unions depending on the issuing state)
  - Dependent children
    - Medical to age 26: Child remains active for entire year in which they reach age 26.
    - Dental to age 19: Child remains active for entire month in which they reach age 19.
    - No age limit if disabled

- **Effective Date**
  - First of month following hire date/transfer

- **Changing Your Elections**
  - Open enrollment: effective July 1 each year
  - Qualifying status change
  - Defaults to your current coverage if you do not elect a change
Life Insurance

- Basic Life Insurance (Contributory plan)
- Supplemental Life Insurance (Employee pays all)
  - Available to AAUP, UCPEA, Managerial/Confidential, Postdoctoral Fellows and Law School faculty with annual earnings of $45,500 or more
- Administered by Dearborn National
- No Evidence of Good Health Required if you Enroll Within 31 Days of Hire
- Effective Date is Six Months Following Hire Date
- At Retirement, Life Insurance continues at a Reduced Amount at No Cost
Retiree Health Benefits

- **Employees Contribute 3% of Pay for First 15 Years of State Service**
  - Only exempt if you already have retiree health insurance coverage (proof documents required)

- **Vested in Retiree Health Benefits After 15 Years of Actual State Service**
  - Retiree health benefits available at retirement
  - For employees who leave prior to early or normal retirement, retiree health insurance commences when age and service equals 75 or more

- **Employees Who Leave State Service Prior to 15 Years Can Request a Refund of Contributions**
Supplemental Benefits

• **Life Insurance**
  - Term life insurance through Dearborn National
  - Aetna Universal Life Insurance
  - VOYA Universal Life Insurance

• **Short Term Disability Insurance**
  - The Hartford (*only available to those employees enrolled in ARP*)
  - Colonial Life Insurance Company
  - Lincoln National

• **Long Term Disability Insurance through Aetna** for employees enrolled in SERS or Hybrid plans (*coverage already provided at no cost to employees enrolled in ARP*)

• **Long Term Care Insurance through TransAmerica**
Supplemental Benefits (continued)

- **Auto and Homeowner Insurance**
  - Metropolitan Casualty & Property Insurance Company & Affiliates
  - Liberty Mutual Insurance Company
  - Travelers

- **Flexible Spending Accounts through Progressive Benefits Solutions**
  - Dependent Care Assistance Program
  - MEDFLEX
  - Must enroll within 31 days of hire date

- **Qualified Transportation Account through Progressive Benefits Solutions**

- **Additional Savings Plans for Retirement through Prudential**
  - 403(b), 457, Roth 403(b), Roth 457
Supplemental Benefits (continued)

- **SmartShopper Program through Vitals SmartShopper**
  - For employees and dependents enrolled in State Medical
  - Select high value, low cost providers, and earn cash rewards

**Providers**
- Search for reward eligible providers at [https://vitalsmartshopper.com](https://vitalsmartshopper.com)

**Cash Rewards**
- Range form $25 - $500 based on provider and service
- Check is mailed after procedure completed

**Partial List of Services**
- Inpatient: Bariatric Surgery, Knee/Hip Replacement
- Outpatient: Knee/Shoulder Arthroscopy
- Outpatient Diagnostic: Colonoscopy, Upper GI Endoscopy
- Radiology: Mammogram, Analog and Digital

**Activate Membership**
- Call PAT (Personal Assistant Team) at 1-844-328-1579
- Visit Website at [https://vitalsmartshopper.com](https://vitalsmartshopper.com)
Family & Medical Leave (FMLA) & Others

- **Family and Medical Leave**
  - Federal FMLA provides up to 12 weeks of leave in a 12 month period for qualifying employees
  - State Family & Medical leave provides for up to 16 weeks of leave in a two year period for qualifying employees
  - Your position is held and you will have a continuation of medical benefits

- **Other Leaves**: Military, Educational, Personal, Voluntary Schedule Reduction, Workers’ Compensation

- **For more information contact Human Resources**

Human Resources
Personalized enrollment form will be emailed to you at your uconn.edu address (or personal email address or via other arrangements):

- Medical election
- Dental election
- Life Insurance election

The email will include a link to the e-Forms packet on the HR website:

- Employee Service Information
- US Veteran Status
- Retiree Health Fund Enrollment Form
- * Health Enhancement Program Enrollment (HEP)

* If you enroll in Medical, your completed HEP form must accompany your enrollment form or your forms cannot be processed.
Next Steps

• Mail or deliver your forms in person (no email or faxes)
  We need:
  • **Originals** of all your completed forms (single sided);
  • **Copies** of your proof documents (such as a birth certificate or marriage certificate)

• **Review Confirmation Statement**
  • It will be sent within two weeks following our receipt of your completed paperwork

• **Your Medical/Pharmacy/Dental ID cards will be mailed within 30 days following receipt of completed paperwork**

*Please note your initial payroll deductions may not match those reflected in the chart due to timing*
Retirement Plans

Employees Ineligible for Retirement Plan
- Postdoctoral Fellows
- J1 or F1 visa holders

State Employees Retirement System (SERS) Tier IV
- Defined benefit plan
- Based on years of service and salary
- Employee contributes 5% (hazardous duty employees contribute 8%). Plus up to an additional 2% for adverse actuarial performance.
- Mandatory 1% contribution to 401a, matched by the State
- Vesting: 10 years service

Options available to AAUP, UCPEA, Managerial/Confidential, Law School Faculty in lieu of SERS
- Alternate Retirement Program (ARP)
- Hybrid Plan
Retirement Plans

Options available to AAUP, UCPEA, Managerial/Confidential, Law School Faculty in lieu of SERS:

**Alternate Retirement Program (ARP)**
- Defined contribution plan
- Employee contributes 5% or 6.5%, State contributes 6.5%
- Employee directs how monies are invested
- Vesting: immediate
- Administered through Prudential
- Long Term Disability Coverage provided at no cost to employee

**Hybrid Plan**
- Defined benefit plan with cash out option
- Employee contributes 8%. Plus up to an additional 2% for adverse actuarial performance.
- Mandatory 1% contribution to 401a, matched by the State
- Vesting: 10 years service
- Upon retirement, vested employees have a choice of:
  - SERS benefit or
  - Cash out of employee contributions, matched by employer, plus 4% interest
All new hires are required to make a retirement election on or before their first day of employment.

Decision is irrevocable.
Thank You for Attending
New Employee Orientation

We are happy you have joined our UConn community and wish you much success in your new position.