

😊 HR BENEFIT & EVENT NEWS 😊

www.union.edu/HR/News

February 2018

BENEFIT NEWS:

MEDICAL PREMIUM REBATE – Want to save some money? If you are enrolled for medical insurance at Union and your total household adjusted gross income is less than \$75,444 you can save money by completing and returning a simple form along with proof of your adjusted gross income. The Medical Premium Rebate Program supplements the cost of your medical insurance premiums. The size of the rebate is based on the level of medical insurance coverage and total household adjusted gross income (2016 income tax form required), with the amount reduced beginning at \$50,294 and reduced to zero at \$75,444. *Remember, enrollment is not automatic!*

PPO PLANS AND MAGNACARE/FIRST HEALTH NETWORK – Did you know that the Preferred Provider Organization (PPO), the network behind our medical insurance plans, provides members with the freedom to see CDPHN physicians without a referral, to see an in-network physician outside of the area, and to see non-participating physicians if they so choose? The PPO network includes over 725,000 providers, extends coverage to virtually anywhere in the nation--all 50 states plus Puerto Rico, and provides coverage worldwide for emergency care. For helpful information regarding using the PPO plan and for finding a doctor within CDPHN's MagnaCare/First Health network, please go to the helpful links under Medical Insurance on the HR Benefits webpage: <http://www.union.edu/offices/human-resources/benefits/> or contact HR directly for a hardcopy of the information. As with most medical decisions, before receiving treatment, it is generally a good practice to consult the Summary Plan Description (SPD), Summary of Benefit Coverage (SBC), and/or contact CDPHN.

OPTUM RX – To find out where your prescription(s) falls under the OptumRx prescription drug formulary list, go to [2018 OptumRx Formulary](#). In some cases, the formulary will indicate the need for a Prior Authorization. Prior Authorizations require your Doctor to explain why you are taking certain medications in order to determine if it will be covered under the pharmacy benefit. Specialty medications are handled through BriovaRx. More information about OptumRx, Briova and all formulary codes can be found on the HR Benefits webpage at www.union.edu/offices/human-resources.

- **BriovaRx Specialty Pharmacy** – A pharmacy for your special medication needs. Specialty medications are prescribed for complex, long-term conditions such as cancer, rheumatoid arthritis or MS. BriovaRx offers extra support to help you manage your care. You can contact BriovaRx @ 855-427-4682.

FLEX SPENDING ACCOUNTS (FSA) – Expenses for you and your family members include, but are not limited to: insurance plan co-pays/coinsurance/deductibles for medical and dental visits, over-the-counter medications (only with a prescription from your doctor), prescription co-pays, contact lenses or glasses, chiropractor, hearing devices, insurance deductibles, child care or elder care. An FSA Enrollment Form was included in your benefits packet. **The FSA is administered by Sentinel. Claim forms and instructions for reimbursement can be found on the Sentinel website at [Sentinel Group](#).**

***Remember, if you had a Health Care Spending Account for 2017, you still have until March 15, 2018 to use your Health Care flex dollars and March 31, 2018 to turn in your receipts.**

SCHEDULED HOLIDAYS FOR 2018 – Unless otherwise noted and with the exception of certain essential services employees, the College will be closed for the following days and employees will be eligible for holiday pay. For more information regarding eligibility and use, please consult your handbook or contact Human Resources.

2018

- July 4 (Independence Day)
- November 22 (Thanksgiving Day)
- November 23 (Friday following Thanksgiving Day)
- December 24 has been added as an additional holiday for 2018
- December 25 (Christmas Day); December 26-28 and 31 as Winter Recess Days (Winter Recess Rules Apply); Plus Jan. 1 for 2019

WELLNESS:

CDPHN WORKFORCE TEAM CHALLENGE – Mark your calendars for Thursday, May 17, 2018 for the “Workforce Team Challenge” 2018 event. Tell your co-workers to join us for a fun time. Go “**Team Union College!**”

LIFEPOINTS – Don't miss your opportunity to earn \$365 in 2018. If you currently have medical insurance through CDPHP, then you are eligible to participate in the LifePoints program. To get started, take your Personal Health Assessment (PHA) by logging into the CDPHP website at <http://www.cdphp.com/Members> and follow the links "Take My Personal Health Assessment". The PHA will unlock options to earn points for other activities. **Life Points® program is integrated with CaféWell®,** an interactive health and wellness website. **CaféWell,** allows you access to exciting new programs! **CaféWell** also allows you better visibility into the activities and engagement programs that are focused on health and wellness, while providing the opportunity to earn **Life Points.** The more you do, the more points you can earn. If you have questions, please contact CDPHP at 518-641-3100.

Additional information about Life Points is available on the Human Resources website under Health and Wellness (<http://www.union.edu/offices/human-resources/documents/policies/life-points-member-guide.pdf>).

Here's what you need to know:

- To register, go to www.cdphp.com/register and enter your user ID # from your CDPHP member ID card and choose a password.
- Look for the Life Points logo to log in and register with CaféWell. You'll only need to log in to complete the registration process once.
- Learn how to navigate the CaféWell website, add programs, view your active itinerary, and more, by selecting **Menu → Resources → Welcome to CaféWell.**

GET HEALTHY/STAY HEALTHY – During the cold winter months, exercising outside may be difficult, but Union continuously offers various health and wellness programs to aid you in getting healthy and staying healthy. Whether you walk, jog, dance, do yoga, take spinning, aerobics, cardio, weights, participate in Weight Watchers or want to take a healthy walking tour of the campus, Union provides its employees with the tools or classes that they need to accomplish their health goals year round. For more information on a "Healthy U", click [UBFit](#). You can also check out wellness and health options with CDPHP by clicking on <https://www.cdphp.com/members/wellness-treatment>.

WELLNESS INCENTIVE – Don't Forget To Take Advantage Of Union's Wellness Incentive. If you are a health insurance subscriber and have not yet claimed the Wellness Incentive for having a biometric screening/annual physical and for being a non-tobacco user, please remember to do so as soon as possible. If you have questions, please contact Human Resources.

SUCCESS COACH – Union College's Success Coach Tahnya Brown is on campus weekly. Days and times are listed below. To schedule an appointment, call Tahnya Brown at 518-709-8575 or email at tbrown@SchenectadyWorks.com:

- **Mondays 8:00 a.m. – 10:00 a.m., Wicker Wellness Center (1st Floor)**
- **Wednesdays 1:00 p.m. – 3:00 p.m., Feigenbaum Basement Conference Room ***
- **Fridays 10:30 a.m. – 12:30 p.m., Silliman Hall Room 303 ***

*(*Please note that this meeting may be scheduled on a floor without elevator access. If this presents a problem or concern, please call x.6666, with as much advanced notice as possible, and we will arrange for an alternate location.*)*

EMPLOYEE ASSISTANCE PROGRAM – E4HEALTH – Life and Wellbeing assistance for you and your family available anytime, any day, confidentially and at no cost. Contact information:

- Phone: **800-828-6025**
- Website: www.HelloE4.com
- Username: **union college**; Password: **guest**

HR PROFESSIONAL/PERSONAL DEVELOPMENT OPPORTUNITIES:

NEW TRAINING CALENDAR – "Professional/Personal Training & Development Calendar". As Human Resources offers and supports so many different programs, we have created a calendar to make planning much easier. The calendar is accessible on the HR website and will be updated as new programs are added. If you do not have email access, please ask your supervisor to print a hard copy. The calendar cycles will be September through December, January through June and then July through August. To access click [Training Calendar](#).

LIFEPOINTS ELIGIBLE WORKSHOP – "Creating a Healthy Lifestyle" (CDPHP® members may earn up to 10 LifePoints by self-reporting their attendance at this workshop). From miracle diets to obsessive exercising, we are always in search of the secret to healthy living. In this workshop, you will identify what you believe to be a healthy lifestyle and learn to set realistic goals for achieving your target, taking into consideration your motivations and barriers to success. Personalizing your goals for healthy living is an essential step in creating a routine and timeline that works for you.

- February 21st, 12:50 p.m. to 1:50 p.m. - Everest Lounge (feel free to bring your lunch).
RSVP: [e4health Registration Form February 21, 2018](#)

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PERFORMANCE EVALUATION TRAINING - To Be Announced Soon

MISCELLANEOUS:

EMPLOYEE ONLINE - EO is a system designed to make much of your human resources and payroll information available to you online. A Union College email address is required. If you do not have a Union email address, you can opt to sign up for access by going to www.union.edu and going to the Finance page or clicking here [Employee Online](#) and then view the FAQs on the left for more information on how to request an account.

Some of the information available to you includes:

- View and/or print your current and previous paystubs
- Make changes to your home address, emergency contact, and family information
- Review direct deposit elections, tax withholding, and retirement contributions and make changes by submitting a request online
- Review, access, and print your W2 form for tax years 2009 and forward
- Run "What If" scenarios to see how various changes to your tax withholding status or benefit selections will affect your net pay
- Check your current vacation accrual, benefit selections, and flexible spending account withholding
- Access the College directory and various HR and Payroll employee-related forms

This system eliminates cumbersome paper processes and makes your personal employee information more readily available. If you have questions about the system, please contact [Joanne Herrick](#) in Payroll at x6105 or [Jennifer Blessing](#) in HR at x6133.

***** PLEASE NOTE: The Login field (username) requires "union\" in front of your username (i.e. union\smithj)*****

PERSONAL PROPERTY INSURANCE

Liberty Mutual – Union College employees save money on their personal property and qualify for a special group discount. Enjoy convenient payment plans, including automatic payroll deduction, with no down payment, round the clock claims service and personalized service. Liberty Mutual is committed to providing you with comprehensive coverage and first class service. If you would like to see how Liberty Mutual compares to your current insurance programs, or to make an appointment to meet with a Liberty Mutual Personal Property representative on campus, call Peter Flood at 518-390-7435 or email him at peter.flood@libertymutual.com. When you call or visit with Peter, please remember to have your current policies describing the coverages available. Peter’s next campus visit is scheduled for:

- Wednesday, March 14th, 11:00 a.m. to 1:00 p.m. – McKean House, 3rd Floor

Merriam Insurance – Merriam is your local independent insurance agency, with access to over 90 different insurance companies to find the best home, car, or business insurance policy for you. They are proud of serving Union employees for over 20 years. If you would like to see how Merriam Insurance compares to your current insurance, for a quote, or if you would like to make an appointment to meet with a Merriam Insurance representative on campus, please email or call James Dick at Merriam Insurance at 518-393-2109 x219 or email James at jdick@merriaminsurance.com. When you call or visit with Peter, please remember to have your current policies describing the coverages available. Jame’s next campus visit is scheduled for:

- Wednesday, March 8th, 11:00 a.m. to 1:00 p.m. – McKean House, 3rd Floor

*(*Please note that these meetings are scheduled on a floor without elevator access. If this presents a problem/concern, please call x.6666, with as much advanced notice as possible, and we will arrange for an alternate location.*)*

BJ'S WHOLESALE CLUB MEMBERSHIP – Sign-up for a BJ’s Wholesale Club membership from February 16th through February 28th, in Human Resources. By signing up, you receive a 13-month membership and 2 cards for just \$43.20. Applications are available in pdf format or in paper form upon request by contacting HR at x6666. This offer is not available at BJ's Club locations. Current BJ's members, please have your membership number available.

RETIREMENT PLANNING:

Make the most of your money and reduce your taxable income by making a contribution, or increasing your contribution to your retirement plan! Employees are able to contribute, on a pre-tax basis, up to \$18,500 per year into their 403(b) retirement plan, through payroll deduction, for calendar year 2018. Employees age 50 and over may contribute an additional \$6,000. Employees not currently eligible for the College's generous 11% contribution are still eligible to participate in the retirement plan. For employees interested in contributing monies on a post-tax basis, we have a Roth 403(b) option available with TIAA and Fidelity. Changes can be made to your current retirement deduction through Employee Online or by obtaining a Retirement Investment Election Form on the HR Website or at the HR office.

Make an appointment to meet with a retirement plan representative to discuss your options.

Fidelity Investments Representative:

- **Thursday, March 8th, 9:00 a.m. to 4:00 p.m. – Silliman Hall, 3rd Floor.**

To schedule an appointment with the Fidelity Representative, go to www.netbenefits.com/union or call 800-642-7131.

TIAA Representative:

- **Wednesday, March 14th, 9:00 a.m. to 4:00 p.m. - Silliman Hall, 3rd Floor.**

To schedule an appointment with the TIAA Representative, login into your account at www.tiaa.org/union or call 800-732-8353. Learn more about the available plans and investment options at Union College by checking out our web portal at TIAA.

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AMERICA SAVES WEEK - February 26 - March 3, 2018 - Focus is on reviewing where you are with relationship to retirement savings - more information to come.

DISCOUNTED TICKET OFFERS:

Tickets for great events, theatre, travel, movies and much more is always available at a discount to Union employees. Visit one of the websites listed for great offers.

Corporate Offers

- Call 646-290-6419
- Web at <http://www.corporateoffers.com/corporateaccess/offers/broadway.php>

TicketsatWork

- Go to www.TicketsatWork.com
- Click on "**Become a Member**"
- You will then be prompted to create an account with your email address and company code: **UNIONEDU**

PROCTORS TICKETS

*****Due to the limited number of group tickets, all tickets are on a **FIRST COME, FIRST SERVED basis. FULL PAYMENT** reserves your ticket(s). If you are interested in reserving your ticket, stop by HR with payment today. *****
(All seating for all shows is on the main floor)

The 2018 Proctors Season:

WINTER 2018: **LIMITED TICKETS LEFT******

LES MISERABLES – February 22, 2018, 8 p.m.

- \$55 per ticket

SPRING 2018:

THE KING & I – May 4, 2018, 8 p.m.

- \$50 per ticket