

TEMPLE UNIVERSITY

***LOCAL 835A
INTERNATIONAL
UNION OF
OPERATING
ENGINEERS
AFL-CIO***

BENEFITS SUMMARY

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HEALTH INSURANCE

Options:

Personal Choice (PPO) Preferred Provider Organization

Keystone Health Plan East (HMO) Health Maintenance Organization

Eligibility:

Begins on the first day of full-time employment.

Includes Coverage for:

Employee, spouse and biological, adopted, and stepchildren under the age of 26 are eligible for health and prescription drug coverage.

Pre-existing conditions:

None

Employee Contribution:

18% of the premium is required for single coverage and 20% of the premium is required for family coverage. Employee Contributions are on a pre-tax basis.

HEALTH INSURANCE

Personal Choice

Personal Choice is a Preferred Provider Organization (PPO), which allows you the freedom of choice. You may choose in-network providers or out-of-network providers. The covered benefit level is based on your choice of providers.

Benefit	In-Network	Out-of-Network
Deductible Individual Family	\$0 \$0	\$100 \$300
Out-of-Pocket-Maximum Individual Family	None None	\$1,000 \$2,000
Doctor's Office Visits Primary Care Specialist Services	\$10 \$10	80% of allowance after deductible 80% of allowance after deductible
In-Patient Hospital Services	100%	100%
Emergency Treatment	\$25 copayment; copayment waived if admitted	\$25 copayment; copayment waived if admitted

BlueCard PPO Program

Personal Choice members have access to in-network coverage anywhere in the United States when they use providers that participate in the BlueCard PPO Network. Some services may require pre-authorization.

To locate a BlueCard PPO provider, contact Personal Choice customer service at 215-557-7577 within the Philadelphia area or 1-800-626-8144 outside the Philadelphia area. These phone numbers are listed on the back of the Personal Choice card. For additional information, you may also visit their website at <http://www.ibx.com/index.jsp>.

BlueCard WorldWide Program

Personal Choice members have access to doctors and hospital in more than 200 countries and territories around the world.

To locate a BlueCard WorldWide doctor or hospital, call the BlueCard Worldwide service Center at 1-800-810-2583 24 hours a day, seven days a week. For additional information, you may also visit their website at <http://www.bcbs.com/coverage/bluecard/bluecard-worldwide.html>.

HEALTH INSURANCE

Keystone Health Plan East

Keystone Health Plan is a Health Maintenance Organization (HMO), which requires you to choose a primary care physician. All medical services **must be performed by or authorized by your primary care physician** with a written referral. The covered benefit level is 100% less your co-payment.

Benefit	Benefits and Services	Coverage
Doctor Visits	Primary Care Physician	\$10 copayment
	Referred Specialist Care	\$15 copayment
In-Patient Hospital Services	In-patient doctor care	Covered 100%
	Surgery	Covered 100%
Out-Patient Hospital Services	Authorized by primary care physician	Covered 100%
Emergency Care	Hospital emergency room	\$35 copayment; copayment waived if admitted
Vision Care	Once every two calendar years	\$15 copayment

To contact Keystone Health Care East customer service, call 215-241-3367 within the Philadelphia area, or 1-800-275-2583 outside the Philadelphia area. For additional information, you may also visit their website at <http://www.ibx.com/index.jsp>.

PRESCRIPTION PLAN

CVS/CareMark

Eligibility: You must be enrolled in one of the Health Insurance plans.

Includes Coverage for: Employee, spouse and biological, adopted, and stepchildren under the age of 26 are eligible for health and prescription drug coverage.

Employee Contribution: Included in the health insurance employee contribution.

Plan:

Drug Type	You Pay	You Pay
	Retail Pharmacy (up to 30-day supply)	Mail-Order Pharmacy (up to 90-day supply)
Generic drugs	\$5	\$10
Brand-name drugs	\$10	\$20

Exceptions and Limitations:

The Plan does not include coverage for:

- Drugs available without a prescription.
- Injectables and immunizing agents administered by a physician or medial professional, except insulin.
- Any drug administered by a physician.
- Therapeutic devices or appliances regardless of their intended use.

Prior Authorization:

The plan requires prior authorization for specific drugs.

To contact CVS/CareMark customer service, call 1-800-966-5772.

For additional information, you may also visit their website at www.caremark.com

Temple University's carrier number is 4103. Your group number is 5835.

DENTAL INSURANCE

United Concordia Dental Plan Concordia FLEX

Eligibility: Begins after 90 days of employment.

Includes Coverage for: Employee, spouse and unmarried legally dependent biological, adopted and stepchildren to age 19; to age 23 if a full-time student. Full Time-Student verification is required for dependent children over the age of 19.

Excludes Coverage for Adult Children: Adult children between the age of 23 to age 26 **are not eligible for dental coverage.**

Employee Contribution: 25% of the premium is required for coverage.

Services	Description	Plan Pays
Diagnostic & Preventive	Exams, X-Rays and Cleanings, twice per year	100% UCR
Basic Services	Basic Restorative, Endodontic, Repairs, Simple Extractions	100% UCR
Major Restorative	Inlays, Onlays, Crowns	50% UCR
Orthodontics	Limited to dependent child under the age of 19.	50% UCR
Lifetime Orthodontic Maximum		\$2,000
Lifetime Annual Maximum		\$2,000

Temple University's group number for Local 835A is 256061000

VISION CARE

Temple University Ophthalmology

Eligibility: Begins after 90 days of employment.

Includes Coverage for: Employee, spouse and unmarried legally dependent biological, adopted and stepchildren to age 19; to age 23 if a full-time student. Full Time-Student verification is required for dependent children over the age of 19.

Excludes Coverage for Adult Children: Adult children between the age of 23 to age 26 **are not eligible for dental coverage.**

Employee Contribution: None

Plan: Vision evaluation and provision of eyeglasses once every two years. Employees and their eligible dependents *must* have their eye exam performed by the Temple University Department of Ophthalmology in order to receive benefit coverage for the exam. Employees then have the option to choose a standard pair of frames and lenses for free, or different frames and specialty lenses and pay the additional cost. In lieu of eyeglasses, some employees may elect to receive a \$25 allowance for the purchase of contact lenses.

Exam: A vision care exam consists of an evaluation of refractive error (glasses) and an exam of the eye that includes an exam of the anterior part of the eye, the optic nerve and the central retina. Such an exam is designed to detect cornea problems, cataracts, glaucoma and macular degeneration. Advances in examination techniques often permit these exams to be done without dilating the pupil. If necessary, a dilated exam for a peripheral retinal exam or for diabetes may be done during the vision care appointment, but a follow up medical exam may be required.

Contact Lenses: If you wish to have an exam for contact lenses, there is an additional charge for this type of exam. Please check with the Temple Department of Ophthalmology.

The University Department of Ophthalmology provides eye exams and eyeglasses at the Health Sciences Campus:

Temple University Physicians' (TUP) Optical Boutique

Temple Hospital, Parkinson Pavilion, 6th Floor
Suite 640
3401 North Broad Street
Philadelphia, PA 19140
215-707-3185

Employees calling to make an appointment for themselves or a dependent will need the employee's TUID number for verification of eligibility.

GROUP TERM LIFE INSURANCE

Prudential Life Insurance

Eligibility: Begins on the first day of the month following full-time employment.

Includes Coverage for: Employee only

Employee Contribution: None

* Coverage type: Standard Group Term Life Insurance

* Coverage: \$10,000

Optional Supplemental Insurance

Coverage for: Employee only

Employee Contribution: Based on age/salary

* Coverage type: Supplemental Group Term Life Insurance

* Coverage: 1.5, 2 or 3 times your annual base salary to a maximum policy of \$300,000

* Pre-existing conditions: waived if you enroll within 31 days of employment. Proof of insurability is required to apply at a later date.

* Premium: Payroll deduction rates per \$1,000 of coverage:

<u>AGE</u>	<u>MONTHLY DEDUCTION</u>
Under age 30	\$0.04
30-34	\$0.06
35-44	\$0.07
45-49	\$0.11
50-54	\$0.17
55-59	\$0.32
60-64	\$0.48
65-69	\$0.93
70+	\$1.51

Maximum Life Insurance Policy: Total maximum amount of insurance including the standard life insurance policy provided by the University may not exceed \$310,000.

SURVIVOR INCOME BENEFIT INSURANCE

Prudential Life Insurance

Optional Insurance

Eligibility: First day of the month following full-time employment. You **MUST** be enrolled in the Optional Supplemental Life Insurance program to be eligible to enroll in this plan.

This plan provides income to your spouse and children if you pass away while insured.

* Coverage:

- Spouse: Maximum of \$500 per month until the age of 65, remarriage or death.
- Children: Maximum of \$200 per month until the age of 19 or (23 for full-time student) or death.
- Spouse & Children: Maximum of \$700 per month.

* Premium (payroll deduction) per \$100 of covered monthly salary:

<u>Coverage</u>	<u>Rate per \$100</u>	<u>Monthly Deduction</u>
Spouse only	\$1.35/\$100	\$27.00
Children	\$.35/\$100	\$ 7.00
Spouse & Children	\$1.70/\$100	\$34.00

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Prudential Insurance

Optional Insurance

Eligibility: Begins on the first day of the month following full-time employment.

Includes Coverage for: Employee and dependent(s)

Plan Covers:

<u>Loss of:</u>	<u>Coverage Level</u>
Life, Both hands, both feet, One hand and one foot, One hand and sight of one eye, One foot and sight of one eye, Sight of both eyes	100% of policy at time of accident
One Hand One Foot Sight of one eye	50 % of policy at time of accident
Thumb & one finger of either hand	25% of policy at time of accident

*** Premium:**

<u>Coverage</u>	<u>Monthly Deduction Per \$10,000 of Insurance</u>
Single	.15/\$10,000
Employee and dependent(s)	.25/\$10,000

* Policy: Minimum: \$10,000 Maximum: \$150,000

* Dependent coverage: If enrolled on an employee and dependent(s) basis, for each \$5,000 of your coverage your dependents coverage will be:

<u>Dependent</u>	<u>Benefit</u>
Spouse	\$1,000
Children	\$500
Spouse and children	\$1,500

ACCIDENT AND SICKNESS BENEFIT

Prudential Insurance

Eligibility: Begins after 90 days of employment.

Includes Coverage for: Employee only

Employee Contribution: None

Plan

If you are unable to work because of a covered non-occupational accident or sickness and are under the regular care of a doctor, then you are eligible for weekly income accident and sickness income benefits.

Benefits begin as follows:

Covered accident - On the first day you are unable to work and are not entitled to a sick leave benefit from the University

Covered sickness - On the eighth day you are unable to work and are not entitled to a sick leave benefit from the University

Benefit and Amount:

Payment will continue as long as you are disabled; up to 26 weeks at \$225 per week.

VOLUNTARY SHORT TERM DISABILITY BENEFIT

UnumProvident

Eligibility: Begins on the first day of the month following full-time employment.

Includes Coverage for: Employee only

Employee Contribution: Employee pays the premium

Benefit Plan

Waiting Period: 60 days

Guarantee Issue Amount: 50% of base monthly salary up to \$3,000 per month.

Maximum Benefit: 60% of base monthly base salary less Accident and Sickness benefit up to a maximum benefit level of \$1,500.00.

Minimum Benefit: \$400 per month

Premium: Determined by age, position and amount of coverage.

Enrollment Process: You must apply directly with UnumProvident within the first 30 days of employment.

LONG TERM DISABILITY INSURANCE

Prudential Insurance

Optional Insurance

Eligibility: Begins on the first day of the month following full-time employment.

Includes Coverage for: Employee only

- * Pre-existing conditions: waived if you enroll within 31 days of employment. Proof of insurability is required to apply at a later date. An administrative fee of \$50 per application is charged by carrier for processing.
- * Plan:
 - Elimination period: 26 consecutive weeks (6 months)
 - Coverage Amount: 60% of your monthly salary to maximum of \$3,000.
 - Monthly Maximum Benefit: \$3,000
 - Monthly Minimum Benefit: \$50
- * Benefit Continuation:
 - 1) If enrolled, all Health, Welfare and Pension benefits you are enrolled in at the time of disability will continue AT NO COST to you during the time you are on an approved disability leave and are receiving periodic payments from the long-term disability carrier.
 - 2) If NOT enrolled, your benefits will be terminated when accrued sick time has been exhausted.
- * Premium:
 - .42 per \$100 of Monthly Base Salary up to \$5,000
 - Maximum monthly deduction: \$21.00

RETIREMENT PLAN

Eligibility: First day of the month following full-time employment.

Vesting: After 5 years of participation.

Basic Plan

The Retirement Plan of Temple University and Temple University Hospital is contributory, which means that the cost of providing benefits is shared by both you and Temple University. Temple University, however, assumes the major portion of the cost.

EMPLOYEE CONTRIBUTIONS In order to be covered under the Plan, you must complete certain forms provided by the Benefits Office and agree to contribute a percentage of your earnings. This percentage is 2% of your earnings up to the amount of the Social Security wage base for the year, and 4% of the balance of your earnings of your earnings.

SUPPLEMENTAL TAX SHELTERED ANNUITY PLANS

Tax Sheltered Annuity (TSA):

- Allows employees to make contributions on a pre-tax basis.
- A TSA is in addition to any other pension plan for which you may be eligible.
- Investment alternatives:
 - Fidelity Investments Voluntary Contributions
 - TIAA-CREF Supplemental Retirement Annuity (SRA)

Detailed information and assistance are available from the Benefits office at: 7-2270.

Please Note: Employee contributions are subject to Federal tax deferred maximums.

FLEXIBLE SPENDING ACCOUNTS

WAGeworks

Eligibility: Begins on the first day of full-time employment.

FSA Accounts:

A Flexible Spending Account allows you to contribute money, on a pre-tax basis, to pay for eligible dependent care and health care expenses. **These are two separate accounts.** You do not pay federal income tax or Social Security tax on these contributions.

How the FSA Plans Work:

You designate the amount to be deducted in equal installments from your paycheck. You cannot change your contribution amount or suspend your payroll deductions during the year unless you have a qualified change in family status, as defined by the Internal Revenue Service.

How to Enroll in the Plan:

Enrollment is on-line at www.wageworks.com or you may call Wage Works at 877-924-3967. To enroll on-line register as a first time user and create your own account. You have 31 days from the date of your benefits orientation to complete the enrollment process. Enrollment in the plan is for the current calendar year only. You must re-enroll each December to continue your participation in the plan.

How to Pay for your Health and Dependent Care Expenses – Pay My Provider:

Tell Wage Works how much to pay your provider and when you want them to send the payment. Wage Works will write a check directly from your spending account.

How to file a Paper Claim for your Health and Dependent Care Expenses:

To receive reimbursement from your account you can submit a claim form along with the proper documentation for your eligible expenses to Wage Works via e-mail, fax or mail. Your reimbursement will be processed either in the form of check payable to you, or a direct deposit to your account.

Dependent Care Account

Eligible dependents are defined as:

- 1) children under the age of 13;
- 2) older, disabled dependents that you can claim on your tax return.

FLEXIBLE SPENDING ACCOUNTS

Dependent Care Account

Eligible expenses are only those expenses that you incur because you work, and are expenses for services received during the calendar year in which you are participating. If you are a two-parent family, both parents must be working in order to qualify for the Plan.

The maximum annual deduction qualifying for pre-tax reimbursement is \$5,000 per household \$2,500 if married, filing separately.

Dependent Care Claims:

Claims for reimbursement of expenses may be submitted through March 31, 2013. Expenses must be incurred from January 1, 2012 through December 31, 2012. In accordance with Federal Tax Law, any unused balances will be forfeited if not used for qualified expenses by the end of the calendar year. The University is not permitted to refund it you.

Health Care Account:

Health care expenses can include those incurred by yourself, your spouse, or any dependent that you claim on your income tax return.

Some examples of qualified expenses are as follows:

- Deductibles and co-payments for health care plans (medical, dental and vision)
- Co-payments for prescription drugs
- Amounts over usual and customary plan limits
- Purchase of prescription sunglasses, contact lenses and cleaning solutions

The maximum annual contribution qualifying for pre-tax reimbursement is \$5,000 per family.

Wage Works Debit Card: This only applies to health care expenses:

When you enroll in the account you will receive a debit card valued at your annual election amount. You may use the card like a credit card to pay for eligible health care expenses. The money is deducted directly from your health care spending account.

Health Care Claims

Claims for reimbursement of expenses may be submitted through May 31, 2012. Expenses must be incurred from January 1, 2011 through March 15, 2012. In accordance with Federal Tax Law, any unused account balances will be forfeited if not used for qualified expenses by the end of the plan year. The University is not permitted to refund it to you.

To contact Wage Works customer service, call 877-924-3967.

For additional information, you may also visit their website at www.wageworks.com

COMMUTER BENEFIT PROGRAM

WAGeworks

How the Commuter Benefits Program works:

You place your order based on how you currently get to work (regional rail, bus or subway) and Wage Works will fulfill your order by mailing you a pass or recharging your commuter card just prior to the beginning of the month. These charges are deducted from your paycheck each month. The portion of your cost that is deducted pre-tax reduces the amount of earnings on which you have to pay taxes (this is how you save). If you choose the "Every Month" frequency, you will automatically get the same order each month until you change or cancel it or become ineligible for the program.

Unlike health care and dependent care flexible spending accounts, there is no open enrollment period for the commuter benefits program and *you can enroll or cancel your enrollment at any time.*

How to Enroll in the Plan:

Enrollment is on-line at www.wageworks.com or you may call Wage Works at 1-877-924-3967. To enroll on-line register as a first time user and create your own account.

TUITION REMISSION PROGRAM

A. Program Highlights

1. Full tuition **remission** is available for up to six credit hours in Temple University undergraduate colleges for either undergraduate or graduate courses. No tuition credit is given for courses taken in Temple's Schools of Law, Medicine, Dentistry or College of Podiatric Medicine.
2. Tuition benefits begin the first day of the semester after hire date. All such benefits cease with termination of employment.
3. No courses are permitted to be taken if they conflict with the normal work schedule. Staff members are generally eligible only for enrollment in evening school courses. However, a staff member whose normal work schedule is either the afternoon, evening or night shift will be permitted to take day school classes.
4. A staff member cannot be both a full-time student and a full-time employee, simultaneously.
5. In cases where the part-time student wishes to undertake a larger course load, is able to arrange for it in the evening college, the employing department is willing to certify that the student's work record warrants deviation, and the appropriate Vice President consents to up to ten hours undergraduate or six hours of graduate work (the maximum allowable by each college for part-time evening students), the larger load **can** be permitted. **The student will be required to pay tuition at the regular rate for any hours in excess of six.**
6. Legally dependent children (by birth or adoption) of staff members, who are enrolled as full-time matriculated students are eligible for full tuition for up to ten semesters to complete their degree in Temple University's undergraduate program only. The dependent child must be less than 24 years of age when initially enrolled in this program.

Any requests for exceptional treatment must be made to the Benefits Appeals Committee (BAC) by the appropriate Academic Vice President on behalf of the student, **prior** to the beginning of the semester.

TUITION REMISSION PROGRAM

PLEASE NOTE: Graduate tuition benefits are considered a taxable benefit.

Under current tax law, the value of employee graduate tuition benefits in excess of \$5,250.00 will be included in the employee's taxable wages and all applicable taxes will be withheld during the year the tuition benefits are received.

The Tuition Remission program includes expenses for tuition cost only; any other fees are not covered under the program.

B. Procedure

1. Register for the course(s).
2. You or your dependent child will receive a bill from the Bursar's Office for tuition and fees.
3. Obtain a Tuition Remission form from your department administrator, Vice President, or Dean. Complete the tuition remission form and have it signed by your Dean or Vice President.
4. Bring the completed and signed Tuition Remission form and the bill to the cashier in the Bursar's Office. You will be required to pay any applicable fees, and your bill will be credited for the applicable tuition amount.

NOTE: The above is a summary only. Complete University policy and related legal documents shall prevail. Full details may be obtained from the Benefits Office (215-926-2270)

EMPLOYEE ASSISTANCE PROGRAM

Ceridian LifeWorks

Program Highlights

LifeWorks can help you and your family with a wide range of issues, including:

Parenting	Legal
International Issues	Work
Older Adults	Managing People
Midlife and Retirement	Emotional well-being
Disability	Addiction and Recovery
Financial	Health
Stress Management	Smoking Cessation

LifeWorks can be reached 24 hours per day at 1-888-267-8126 or at www.lifeworks.com.

User id: temple
Password: eap

After logging onto the web site, employees may set up their own individual account and sign up for monthly newsletters and bookmark items of personal interest. The service is free and completely confidential.

LifeWorks offers service such as:

- 24 hour/365 day access to a toll-free phone line manned by masters level social workers.
- Unlimited number of phone calls by employees and their family members for issues and advice ranging from crisis intervention, family counseling, day care resources, elder care concerns, substance abuse, financial concerns, legal advice, etc.
- Access to LifeWorks information and referral web-site.
- Referrals to local certified and licensed providers for face-to-face counseling on various issues. Employees have 5 lifetime free counseling sessions, per family member, per issue.
- Legal referral service for free 30 minute consultation with an attorney versed in state specific statutes. 25% discount for work beyond the consultation.