

# Northeastern University

## Human Resources Management

[northeastern.edu/hrm](http://northeastern.edu/hrm)

## BENEFITS AND PROGRAMS

Northeastern is committed to providing faculty and staff with benefits and programs that enable you to invest in your health and well-being and to plan for your financial future. This brochure provides an overview of some new benefit options and program features and tells you how to take full advantage of your options. The brochure provides information regarding:

1. **Benefits Open Enrollment** will feature two new benefits for 2014: a new High Deductible Health Plan paired with a Health Savings Account and access to a second medical opinion, at no charge, through Best Doctors. Benefits Open Enrollment will take place between November 1st and November 22nd. The Benefits Fair is November 6th.
2. **The Retirement Plan** will offer a new investment line-up and, for those who want, a self-directed brokerage window, beginning on December 2nd.
3. **The Commuter Public Transportation Program** will be enhanced and online beginning November 1st, with an effective date of January 1st, 2014.

## BENEFITS OPEN ENROLLMENT

**November 1st to November 22nd**

**Benefits Fair on November 6th, 10:00 – 2:00, Curry Student Center Ballroom**

The annual Benefits Open Enrollment period is the only time during the year (without a qualifying event) that you have the opportunity to enroll or change your medical, dental, health care reimbursement account, and/or dependent care reimbursement account elections. You may also enroll in the optional life insurance program during this period. Online Benefits Open Enrollment enables you to view your current medical/dental/life insurance benefits and dependents, flexible spending account elections, life insurance beneficiary(ies), and to make changes for 2014.

Your medical and dental coverage elections will remain the same if you do not make changes. *You must, however, re-enroll in the health care reimbursement account and/or dependent care reimbursement account for 2014 if you wish to continue participating in the plan.*

The Benefits Fair, November 6th, 10:00AM – 2:00PM, Curry Student Center Ballroom, is a great opportunity to meet with vendors and to learn more about all the benefits available to you.

## MEDICAL

Benefits-eligible faculty and staff who reside in New England may choose between three Blue Cross Blue Shield plans: HMO, POS, or a High Deductible Health Plan with a Health Savings Account (HDHP with an HSA). Faculty and staff who reside outside New England may choose between two Blue Cross Blue Shield plans: PPO or HDHP with an HSA. *If you plan to continue with your current health plan election, no action is required from you.*

## MEDICAL PLAN CHANGES EFFECTIVE JANUARY 1, 2014

- Premium increases of two percent for current HMO, POS, and PPO health plans
- **New:** medical plan option - the High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) provides a lower cost option for faculty and staff
- **New:** High Deductible Health Plan with a Health Savings Account (HDHP with an HSA) enables you to pay lower premiums and invest pre-tax earnings in an HSA, which are not subject to federal income tax, roll over from year-to-year, accumulate interest tax free, and the account is yours even if, in the future, you choose another health plan or leave Northeastern.
- **New:** Northeastern will contribute \$500 to an individual HSA and \$1,000 to a family HSA.
- A Summary of Benefits Coverage for the HDHP can be found in the [Benefits Section](#) of the HRM website; HSA's have very specific regulations, more information is available at the Benefits Fair and on [HRM's website](#).
- To learn more about the HSA, [view this short tutorial](#) or speak with a Blue Cross Blue Shield of Massachusetts representative, 1.888.543.8770.

## 2014 PLAN DESIGN CHANGES INCLUDE:

- Addition of \$30 copay for specialist office visit for HMO and POS plans; PCP office visit copay remains \$20.
- Increase PPO in-network PCP copay to \$25; add specialist office visit copay of \$25.
- For HMO, POS, and PPO plans, the addition of a high tech imaging copay (MRI/CT scans/PET scans) of \$100 for imaging performed at a hospital; *imaging performed as part of an inpatient stay is not subject to the \$100 copay. Imaging services performed at a free standing facility are covered in full.*
- Increase retail pharmacy copays for a 30 day supply from \$5/\$25/\$40 to \$5/\$30/\$50 (two times mail order).

## ADDITIONAL INFORMATION

- To save money on prescription co-pays, participate in the [Mail Order](#) pharmacy benefit, which provides a 90 day supply.
- To compare HMO and POS plans, visit the [Benefits Section](#) of HRM's website. The HMO is an attractive alternative to the POS; HMO premiums are lower and 95 percent of services are provided by the HMO's network providers.
- For all health plans, there is no charge for [preventive services](#).

In 2014, the medical plan contribution rates per pay period are:

BCBS HDHP					BCBS POS						
		Weekly		Semi-monthly				Weekly		Semi-monthly	
		Employee University		Employee University				Employee University		Employee University	
Individual		\$27.72	\$98.74	\$60.07	\$213.94	Individual		\$51.31	\$113.69	\$111.18	\$246.33
Family		\$73.11	\$261.74	\$158.40	\$567.10	Family		\$135.82	\$301.02	\$294.28	\$652.22

BCBS HMO					BCBS PPO						
		Weekly		Semi-monthly				Weekly		Semi-monthly	
		Employee University		Employee University				Employee University		Employee University	
Individual		\$44.57	\$98.74	\$96.57	\$213.94	Individual		\$53.63	\$118.06	\$116.21	\$255.80
Family		\$118.11	\$261.74	\$255.90	\$567.10	Family		\$142.13	\$312.49	\$307.94	\$677.06

## DENTAL

There is no premium increase for the dental plan in 2014. Benefits-eligible faculty and staff may participate in the Delta Dental plan. *If you plan to continue to participate in the Dental Plan, no action is required from you.*

In 2014, the dental plan contribution rates per pay period remain:

Delta Dental				
	Weekly		Semi-monthly	
	Employee	University	Employee	University
Individual	\$2.55	\$5.94	\$5.52	\$12.87
Family	\$7.91	\$18.47	\$17.15	\$40.01

## BEST DOCTORS

**New:** [Best Doctors](#) provides you, your spouse/same-sex spousal equivalent, and/or dependents with a second medical opinion at no cost to you. Best Doctors provides access to medical advice from the world's leading physicians, including doctors in Boston and New England, so you can make sure you're getting the right diagnosis and treatment. Whether you're facing minor surgery or serious illness, a Best Doctors' expert can confirm your diagnosis and treatment plan or recommend a change. It's like an enhanced second medical opinion. Best Doctors collects all your records, images, and test samples. Then an expert physician confirms your diagnosis and treatment plan or recommends a change. You get a full report that you can share with your treating physician, if you choose.

## LIFE INSURANCE

Northeastern automatically enrolls you in Basic Life Insurance valued at two times your annual base salary, up to \$500,000; an age reduction schedule applies after age 65. *This coverage is fully paid by the university.* Enrollment is automatic; however, it is important for you to designate a beneficiary or beneficiaries. You can review your beneficiary(ies) when you log on to the online benefits open enrollment tool (see Instructions for Online Benefits Enrollment).

Northeastern also provides you with the opportunity to purchase Supplemental Life Insurance for yourself and/or your family. *If you are already enrolled and plan to maintain the same levels of coverage, no action is required from you.*

If you did not enroll in the Supplemental Life Insurance when you were first eligible, now, during Benefits Open Enrollment, you can elect to participate or change the amount of coverage for yourself, your spouse/same-sex spousal equivalent, and/or your dependents under age 26. To learn more about the Supplemental Life Insurance, including rates, visit the [Benefits Section](#) of the HRM website.

If you plan to enroll in the Supplemental Life Insurance for yourself and/or your spouse/same-sex spousal equivalent, you will need to complete a [Statement of Health application](#) and make your elections online by November 22, 2013. Coverage becomes effective once your Statement of Health application is approved by our carrier, Liberty Mutual. Liberty Mutual will notify you of the application outcome by mail.

## FLEXIBLE SPENDING ACCOUNTS

Flexible spending accounts allow you to use pre-tax payroll dollars to pay for eligible health care and/or dependent care expenses. Using pre-tax dollars enables you to save money by reducing your overall tax liability. It's important to estimate the amounts carefully as, under IRS regulations, unused funds are forfeited. *Please note: to participate in the reimbursement accounts, you must re-enroll each calendar year.*

## HEALTH CARE REIMBURSEMENT ACCOUNT

The Health Care Reimbursement Account allows you to set aside between \$120 and \$2,500 per calendar year on a pre-tax basis to pay for eligible medical and dental expenses. A list of [eligible expenses](#) is on the HRM website. [Over-the-counter expenses](#) are also eligible with a doctor's prescription.

Participants have a two-and-a-half month grace period to incur and pay for qualified expenses after the close of the calendar year. Claims may be incurred through March 15 and reimbursed from the prior year's unused contributions. All claims for the prior year must be submitted by March 31 of the following year, or, in accordance with IRS regulations, the unused funds are forfeited.

## DEPENDENT CARE REIMBURSEMENT ACCOUNT

The Dependent Care Reimbursement Account allows you to set aside between \$120 and \$5,000 per calendar year on a pre-tax basis to pay for eligible dependent care expenses for qualified dependent children (under age 13) or elderly parents.

Examples of expenses that may be eligible are daycare, summer camps, and after-school programs. All claims for the prior year must be submitted by March 31 of the following year or, in accordance with IRS regulations, the unused funds are forfeited.

## ANNUAL NOTICES

The HRM website contains the following notices:

- Summary Annual Reports for the University's welfare benefits and retirement plans
- New Health Insurance Marketplace Coverage Options

# INSTRUCTIONS FOR ONLINE BENEFITS OPEN ENROLLMENT

**Before you begin, please determine which benefits you plan to elect for 2014. As a reminder:**

- *If you plan to maintain the same medical, dental, and Supplemental Life Insurance coverage, no action is required by you.*
- To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll.
- Please note: if you are adding someone new in the **Beneficiaries and Dependent** section, the **Beneficiary** or **Dependent** field is required. The default is "**Beneficiary**." Select "**Both**" to enroll the person in medical/dental and to select them as a Life Beneficiary.

## TO GET STARTED:

- Go to myNEU.
- Enter your username and password.
- Click on the **Services and Links** tab.
- Click on **Benefits Open Enrollment**.

The welcome screen provides instructions and displays your current benefit elections at the bottom of the screen.

## MEDICAL / DENTAL

- If you want to change your medical or dental plan, click on **Medical/Dental** and make your election.
- You may view and update the covered dependents on your plan.
- *To enroll a new dependent, you must provide HRM with the required documentation by November 22, 2013.*
- A green check mark indicates your elections have been made.

## LIFE INSURANCE

- To review your **Life Insurance**, click Life Insurance or, from the **Medical/Dental** page, click on the **Continue Enrollment** box.
- Please note: life insurance is calculated based on your salary and age as of January 1, 2013. Amounts will be updated on January 1, 2014 to reflect changes.
- Please take this opportunity to review and, if needed, update your **Beneficiary Allocations** to ensure accuracy.
- A green check mark indicates your elections have been made.

## FLEXIBLE SPENDING / HEALTH SAVINGS

- *To participate in the Health Care Reimbursement Account and/or the Dependent Reimbursement Account, you must re-enroll; your 2013 election amounts do not carry forward.*
- To enroll in the Health Care Reimbursement Account, Dependent Care Account, and/or the HSA, click **Flex Spending/Health Savings** or, from the **Life Insurance** page, click on the **Continue Enrollment** box.
- Click on the account(s) and enter a dollar amount.
- After you have completed this section, select **Benefits Open Enrollment** to return to the main page to review and submit your 2014 elections.

## REVIEW ENROLLMENT AND SUBMIT ENROLLMENT

- When you have completed your elections, click the **Review Enrollment** box.
- After you review your elections, click **Submit Enrollment**, which completes the process.
- You will be prompted to print your 2014 Open Enrollment Benefit Elections; keep this confirmation for your records.



## RETIREMENT PLAN - Update and New Funds

### New Investment Line-up and Self-Directed Brokerage Window Available December 2nd

Northeastern provides a comprehensive retirement plan. A new line-up, which will become effective on December 2, provides a variety of high-quality investment options including:

- 20 Funds offered with TIAA-CREF, 16 funds offered with Fidelity, along with Target Date Funds from Fidelity and TIAA-CREF
- Non-proprietary funds (non-Fidelity and non-TIAA-CREF funds) supplement the Fidelity and TIAA-CREF funds

In addition, a self-directed brokerage window will be available for investors who want additional flexibility and may be interested in taking a more hands-on approach in directing their retirement investments.

The new investment fund line-up includes some existing funds, along with several new options from which to choose. The new investment line-up, which we encourage you to review on the [Benefits Section](#) of HRM's website, will take effect on December 2, 2013.

An announcement regarding the new investment line-up was recently sent to you from Human Resources Management. Next you will receive a transition guide from Fidelity and TIAA-CREF that describes the new investment fund line-up, outlines all your options, provides a timeline, and offers resources to help you select the best investment options for you. Below is an overview of two key timeframes.

Between **December 2, 2013, and January 15, 2014**, you will be able to make elections for your existing balances and future contributions. Effective January 15, 2014, any *future* contributions that are not in the new investment fund line-up will automatically be allocated to a Target Date Fund, unless you make another choice. A Target Date Fund is based upon your date of birth and target retirement at age 65. A Target Date Fund gradually shifts its emphasis from more aggressive investments to more conservative investments based on the target retirement date. For Fidelity participants, the Target Date Fund is called the Fidelity Freedom K Fund®; for TIAA-CREF participants, the Target Date Fund is the LifeCycle Fund. *You may change out of the defaulted Target Date Fund at any time.*

In addition, between **January 15 and April 16, 2014**, you will have the opportunity to move any existing balances to the new investment fund line-up. If you do not take action by 4 PM EST on April 16, 2014, your balances will automatically be transferred to a Target Date Fund, *which you may change out of at any time.*

For additional information about the changes and timeline, please review Frequently Asked Questions, available in the [Benefits Section](#) of HRM's Website.

# COMMUTER PROGRAM

**Online enrollment opens November 1st for January 1st 2014 Effective Date**

Northeastern's commuter program is being enhanced. Highlights of the program include the ability to:

- Enroll online and receive your public transportation commuter pass(es) in the mail
- Pay for parking at commuter lots with pre-tax earnings automatically deducted from your paycheck
- Purchase a commuter pass for occasional use on any public transit system in the United States

Our enhanced program will:

- Expand the pre-tax commuter/transit and parking program to *all benefits eligible staff in the United States*. Faculty and staff anywhere in the U.S. will be able to:

**New:** Use pre-tax earnings to pay for parking at or near the location from which you commute to work such as a parking lot at a train station. There are four parking options available from which to choose:

1. Direct Pay to the Parking Facility
2. Parking Voucher
3. Parking Reimbursement
4. Parking Commuter Check Debit Card

**New:** Purchase a *Commuter Check Voucher* which allows you to purchase transit fare as needed; this works well for the occasional commute on public transportation.

**New:** Use pre-tax earnings to purchase a transit pass to commute to work on any public transportation system in the U.S., including King County Metro Transit in Seattle, CATS in Charlotte, NC, and the MBTA/Commuter Rail in metro-Boston.

- Streamline the enrollment and management process:

**New:** Enroll and manage the commuter program online anytime, anywhere.

**New:** Transit pass(es) will be mailed directly to an address you choose.

**New:** With a simple click, opt out of a month you don't need the commuter products.

**New:** Automatic pre-tax payroll deduction for **all** qualified commuter costs – commuter/transit passes and/or parking elections. In accordance with the IRS, you may use up to \$245/month in pre-tax earnings for commuter/transit expenses and/or \$245/month for qualified parking expenses; the IRS may change the federal limits annually. State pre-tax commuter limits vary by state.

*All existing commuter pass holders must take action and re-enroll. If you currently receive a Commuter Rail Pass or CharlieCard paid for by payroll deduction, your current order will not be renewed; you must enroll using the new system between November 1st and November 20th, 11:59 PM, EST to receive a January 2014 commuter pass.*

To learn more, please read the Frequently Asked Questions available in the [Benefits Section](#) of HRM's website.

It's easy to sign up for your commuter/transit pass and/or parking election online.

- Log on to myNEU
- Select the Services and Links tab
- In the box labeled **HRM Services**, select **Commuter Benefit**
- You will see "*welcome to your new commuter benefits platform*"
- Confirm or edit your pre-populated "delivery" address; your commuter/transit pass and/or parking reimbursements will be sent to the delivery address. If you change your delivery address, it will not change your address in Employee Self-Service.
- Follow the prompts to place your order

Northeastern has partnered with Crosby Benefit Systems to provide this enhanced commuter program.

## IMPORTANT DATES

Date	Location	Event
Friday, November 1 - Friday, November 22		Annual Benefits Open Enrollment
Friday, November 1		First day to sign up online for 2014 benefit elections, including your January 2014 commuter and/or parking pass
Wednesday, November 6	CSC Ballroom, 10:00 – 2:00	Benefits Fair
Wednesday, November 6	CSC 444, 10:00-10:45, 11:00-11:45, 12:00-12:45 and 1:00-1:45	Medical Plan Briefing: overview of health plans, including the new High Deductible Health Plan (four sessions)
Tuesday, November 12	Snell Room 90, 10:00 – 11:30	Retirement Plan Briefing: Fidelity
Monday, November 18	Curry 346, 10:00-10:45 and 11:00-11:45	Medical Plan Briefing: overview of health plans, including the new High Deductible Health Plan (two sessions)
Tuesday, November 19	Snell Room 90, 10:00 – 11:30	Retirement Plan Briefing: TIAA-CREF
Wednesday, November 20		Last day to enroll for your January 2014 commuter and/or parking pass
Thursday, November 21	Curry 444, 11:30 – 1:00	Retirement Plan Briefing: Fidelity and TIAA-CREF; participants may bring lunch
Friday, November 22		Last Day of Benefits Open Enrollment
Monday, December 2		New investment fund line-up and self-directed brokerage window becomes available for the retirement plan
Monday, December 2, 2013 – Wednesday, January 15, 2014		Elect how you want your future retirement fund allocations to be invested in the new investment fund line-up; you may also select how you want your current balances to be invested in the new fund line-up.
Wednesday, December 4	Curry 346, 2:00 – 3:30	Retirement Plan Briefing: TIAA-CREF
Friday, December 6	Curry 333, 1:00 – 2:30	Retirement Plan Briefing: Fidelity
Tuesday, December 10	Curry 444, 11:30 – 1:00	Retirement Plan Briefing: Fidelity and TIAA-CREF; participants may bring lunch
Monday, December 16	Curry 346, 12:00 – 1:30	Retirement Plan Briefing: Fidelity; participants may bring lunch
Wednesday, December 18	Curry 346, 1:00 – 2:30	Retirement Plan Briefing: TIAA-CREF
Wednesday, January 8	Curry 346, 10:00 – 11:30	Retirement Plan Briefing: Fidelity and TIAA-CREF
Wednesday, January 15 – Wednesday, April 16, 2014		Select how you want your current retirement balances to be invested in the new fund line-up.

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