

BenefitsHelp@newschool.edu
212-229-5671 ext. 4942
www.newschool.edu/hr/benefits

New Employee Benefits Orientation



00.00.2015

Agenda

Benefits

- Enrollment & Eligibility
- Health & Vision
- Dental
- Spending Accounts
- Insurance Plans
- Retirement
- Tuition Waiver
- Additional Benefits

Enrollment & Eligibility

Eligibility

- Full-time Faculty and Non-union Administrative & Regular PT Staff (20+ hours per week)

Newly Employed Staff or Faculty Members

- Benefits effective date is the 1st of the month following or coincident with completing one month of employment
- Example: Hire date 01/15, Benefits begin 03/01
- Example: Hire date 01/01, Benefits begin 02/01

Existing Employees transitioning to a new employment classification

- Benefits effective date is the 1st of the month coincident with the change or the 1st of the next month following the date of the change
- Example: Transition date 01/01, Benefits begin 01/01
- Example: Transition date 01/15, Benefits begin 02/01

The university offers three health care plans and two dental plans with Aetna.

Aetna Medical Customer Service: 833-770-1099

Aetna Dental Customer Service: 877-238-6200

Aetna Vision customer service: 877-973-3238

<http://www.newschool.edu/human-resources/health-and-vision-insurance/>

<https://www.newschool.edu/human-resources/dental-insurance/>

All Health Care Options administered by Aetna offer:

- No referrals required to see a specialist
- No pre-existing conditions exclusions
- No copayment for in-network preventive care services – Covered at 100%
- Coverage available nationally/only emergency services are covered outside the U.S.
- Same types of services covered

Medical Plan Options

- Aetna Select EPO
- Aetna Choice Plan (POS)
- The Value Plan with Health Savings Account

Dental Plan Options

- Aetna Dental PPO
- Aetna Dental DMO

Select EPO

Plan Features	Select EPO
	In-Network Only
Annual Deductible	\$200 Individual/ \$400 Family
PCP/Mental Health	\$30 Copay
Specialists	\$50 Copay
Out-of-Pocket Max	\$3,500 individual/ \$7,000 family

*There is a 10% Coinsurance (after deductible) for any services outside of a routine office visit. For example, Labs and X-rays require a 10% coinsurance.

Choice Plan (POS)

Plan Features	Choice Plan (POS)	
	In-Network	Out-of-Network
Annual Deductible	\$300 Individual/ \$600 Family	\$2,000 Individual/ \$4,000 Family
PCP/Mental Health	\$30 Copay	30% Coinsurance (70% of UCR* paid by Aetna)
Specialists	\$50 Copay	30% Coinsurance (70% of UCR* paid by Aetna)
Out-of-Pocket Max	\$4,000 Individual/ \$8,000 Family	\$5,000 Individual/ \$10,000 Family

*There is a In-Network 10% Coinsurance (after deductible) for any services outside of a routine office visit. For example, Labs and X-rays require a 10% coinsurance.

*Usual and Customary Rate (UCR) - the charge is the provider's usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances

Value Plan w/ Health Savings Account

Plan Features	Value Plan	
	In-Network	Out-of-Network
Annual Deductible	\$1,600 Individual/ \$3,200 Family	\$3,000 Individual/ \$6,000 Family
<ul style="list-style-type: none"> Office Visits (PCP & Specialists) Inpatient Hospital Care Outpatient Hospital Care ER Care Maternity Care 	20% Coinsurance (Preventive Care covered at 100%)	40% Coinsurance (60% of UCR* paid by Aetna)
Out-of-Pocket Max	\$3,000 Individual/ \$6,000 Family	\$6,000 Individual/ \$13,000 Family

*Usual and Customary Rate (UCR) - the charge is the provider's usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances

Health Savings Account (HSA)

***Only available when enrolled in the Value Plan**

- Qualified expenses: annual deductible, coinsurance, dental, vision care
- Pre-tax payroll contributions or after-tax contributions directly with PayFlex
- Employer Contributions
 - Employee Only -\$500
 - Employee plus dependent(s) -\$1,000
- **2024** maximum annual contribution (Employee + Employer)
 - \$4,150 employee only
 - \$8,300 employee plus dependent(s)
 - Age 55 or older may contribute an additional \$1,000
- Debit card: make payments at the point of service, gain access funds in your account
- Account and any accumulated funds are taken with you if you leave The New School
- You **may not** enroll in The New School Health Care Flexible Spending Account (FSA) when enrolled in the Value Plan.
- You **may not** use HSA dollars on domestic partners or child(ren) that are not tax dependents

The University's Prescription Drug Plan is administered by Express Scripts Inc. (ESI)

automatic enrollment with all Aetna health plans

ESI Customer Service Line: 877-354-2007

- Use ESI ID card for prescription plan
- Copays accrue towards in-network out-of-pocket maximums on all three plans

Retail Pharmacy	30-Day Supply	Mail Order (90-Day/3 month Supply) for 2.5 copayment
Tier 1 (Generic)	\$15 copayment	\$37.50 copayment
Tier 2 (Preferred)	\$50 Copayment	\$125 Copayment
Tier 3 (Non Preferred)	\$100 Copayment	\$250 Copayment

Aetna Vision Preferred Plan

*automatic enrollment with all Aetna health plans at no cost

www.aetnavision.com

Vision Coverage	Benefit Frequency	In-Network	Out-of-Network
Exam	Once every 12 months	\$20 Copayment	Reimbursement up to \$40
Refraction Only in Lieu of Routine Vision Examination	Once every 12 months	\$0 allowance	Reimbursement up to \$40
Contacts Lenses (in lieu of eye glasses)	Once every 12 months	\$20 Copayment	Based on purchase
Eyeglass Frames Eyeglass Lenses	Once every 24 months Once ever 12 months	\$200 Allowance	Based on purchase

- You are eligible to select only one of either Eyeglass Lenses and/or Eyeglass Frames or Contact Lenses. If you select more than one of these Vision Services, only one Service will be covered.

VOLUNTARY BENEFITS

The University offers three supplemental plans with MetLife.

- **Accident Insurance** - provides cash benefits in cases of accidental injuries. You can use this money to help pay for uncovered medical expenses, such as your deductible or coinsurance, or for ongoing living expenses, such as your mortgage or rent.
- **Critical Illness Insurance** - When a serious illness strikes, such as a heart attack or cancer, Critical Illness Insurance can provide a lump-sum benefit to cover out-of-pocket expenses for your treatments that are not covered by your medical plan
- **Legal Plan** - Will allow you to get easy access to professional legal counsel for a variety of legal matters with no additional fee.

Accident and Critical Illness Insurance are designed to complement, but not replace, your major medical insurance. These plans can help cover your out-of-pocket expenses for catastrophic events. Both plans pay a lump-sum benefit directly to you, not the medical provider.

Dental Plans Administered by Aetna

<http://www.newschool.edu/human-resources/dental-insurance/>

Aetna DHMO Plan

- Provides in-network coverage only

DHMO's have a smaller network compared to PPO, Aetna DHMO network is national with providers in all states except for: NH, ME, AR, MS, SC, AL, SD, ND, WY, MT

- Choose in-network primary care dentist when you enroll otherwise assigned by Aetna based on home zip code
- Referrals required from primary care dentist to receive care from in-network specialists
- Cleanings and exams available once every 6 months covered 100%
- Fixed copayment amounts based on the service provided
- No annual maximum plan benefit / no annual deductible
- No cost for employee only coverage

Dental Continued

Aetna Dental PPO Plan

Plan Feature & Service Type	In-network	Out-of-Network
Calendar year deductible	\$50 per member/\$150 maximum family Does not apply to diagnostic, preventive, or orthodontic services	
Diagnostic & Preventive Services (exams, cleanings, X-rays, etc.)	Plan pays 100%	Plan pays 100% of UCR*
Basic services (Fillings, root canals, gum treatment, etc.)	Plan pays 85%	Plan pays 85% of UCR*
Major services (crowns, bridges, dentures, etc.)	Plan pays 50%	Plan pays 50% of UCR*
Maximum Calendar Year Benefit	\$1750 per member	
Orthodontic benefit \$1,000 lifetime maximum (up to age 19)	Plan pays 50%	Plan pays 50% of UCR*

*Usual and Customary Rate (UCR) - the charge is the provider's usual fee for a service that does not exceed the customary fee in that geographic area, and is reasonable based on the circumstances

Dependent Coverage And Plan Cost

<http://www.newschool.edu/human-resources/full-time-benefits-costs/>

Coverage levels are:

- Employee Only OR Employee Plus Dependent(s)
 - *Note you may cover different dependents on your health/dental plans

Eligible Dependents include:

- Spouse/domestic partner (same-sex or opposite-sex)
- Children - a biological, step, legally adopted, or foster child, or a child placed with you for adoption, a child you are responsible for through court order, a child for whom you are appointed legal guardian, or the child of your domestic partner. Children are eligible for coverage through the end of the calendar year in which they attain age 26
- Proof of relationship required when a dependent is enrolled
 - Domestic Partner Affidavit may be found online at <http://www.newschool.edu/human-resources/forms/>
- Plan costs are available online for health and dental (please refer to your handout)
- Contributions for coverage of a domestic partner are withheld from your pay on an after-tax basis and the portion of the university's contribution attributable to his/her coverage is added to your earnings as taxable income (referred to as "imputed income")
 - Refer to the imputed income charts for domestic partners when choosing your plans

Changing your elections

<http://www.newschool.edu/human-resources/changing-your-elections/>

After your initial new hire eligibility period, you may make changes at the following times:

- Qualifying Life Event (as defined by the IRS)
 - Marriage, birth, adoption, divorce, employment status change, loss/gain of other coverage, etc.
 - You must notify benefits within 31 days of the event above in order to make a change at that time.
- Open Enrollment
 - Annual period in which changes can be made for an effective date of January 1.

Spending Accounts – Administered by EBPA

<http://www.newschool.edu/human-resources/flexible-spending-accounts/>

Health Care Flexible Spending Account (FSA)

- Use pre-tax dollars to pay for eligible, out-of-pocket medical, Rx, dental, & vision expenses incurred by you or your eligible dependents

Dependent Care Flexible Spending Account (FSA)

- Use pre-tax dollars to pay for eligible child care (children up to age 13) or eligible adult dependent care expenses

Access your account online at www.ebpabenefits.com or call EBPA at 888.678.3457

EBPA will mail you a Benefits Card to use to pay for eligible expenses at point-of-sale

Annual FSA 2024 Limits	Minimum	Maximum
Health Care FSA	\$100	\$3,200
Dependent Care FSA	\$100	\$5,000

Only \$550 in the healthcare FSA is allowed to rollover, and no money in the dependent care FSA is allowed to rollover.

NONDISCRIMINATION REQUIREMENTS: To prevent the Dependent Care FSA from being characterized by the IRS as discriminatory in favor of highly-compensated employees— and therefore no longer eligible for favorable tax treatment—the University may reject any elections or reduce contributions or benefits of the plan. This means your payroll deductions may be reduced or stopped, and/or your taxable income will be adjusted, as needed to satisfy the nondiscrimination requirements.

Spending Accounts – Administered by EBPA

<http://www.newschool.edu/human-resources/qualified-transportation-expense-plan/>

Qualified Transportation Expense Plan

- Use pre-tax dollars to pay for eligible commuting expenses
- Eligible on benefits effective date or the 1st of any subsequent month
- Access your account online at www.ebpabenefits.com or call EBPA at 888.678.3457
- EBPA provides you with a Benefits Card to pay for eligible expenses. Must have accrued funds to cover your purchase at point of sale
 - *note you will have one card for FSA and Transit if enrolled in both plans
- Any funds remaining at the end of a calendar year will be carried over to the next calendar year

Monthly 2024 Limits	Minimum	Maximum
Mass Transit (pre-tax)	\$25	\$315
Parking (pre-tax)	\$25	\$315
Post-Tax – Mass Transit & Parking	Unlimited	Unlimited

Insurance Plans

<http://www.newschool.edu/human-resources/life-insurance/>

Life Insurance and Accidental Death and Dismemberment

- Administered by The Standard

Benefit Plan	Elimination Period	Benefit
Basic Term Life	Benefits Effective Date	1 ½ times base salary (Maximum of \$1,000,000 in coverage)
AD&D	Benefits Effective Date	1 ½ times base salary (Maximum of \$1,000,000 in coverage)

Basic Term Life and AD & D

- \$50,000 or more is subject to imputed income

Supplemental Life Insurance

- Employee Supplemental Life – 1x, 2x, or 3x annual base salary (Maximum \$250,000)
 - Guaranteed Issued amount up to \$150,000 during initial benefits eligibility period
- Spouse/Domestic Partner - \$10,000 or \$25,000
 - Automatic approval during initial benefits eligibility period
- Child(ren) - \$4,000 per child (through age 19, or 23 if full-time student)
 - Automatic approval during initial benefits eligibility period
- Elect of increase coverage during open enrollment
 - All elections require evidence of insurability (EOI), subject to approval by The Standard

Insurance Plans Continued

<http://www.newschool.edu/human-resources/life-insurance/>

Short-Term & Long-Term Disability

Benefit Plan	Elimination Period	Benefit
Short-Term Disability	1 st day of employment	100% Salary Continuation if unable to work after 7 consecutive calendar days (< 1 year of service up to 4 weeks/ >1 year of service up to 26 weeks)
Long-Term Disability	1 st of the month following 3 months of continuous employment	60% of your monthly base earnings up to a monthly maximum of \$15,000 (reduced by benefits received from other sources)

Family and Medical Leave

- FMLA entitles an eligible employee to take up to 12 weeks of unpaid job-protected leave for reasons such as incapacity due to pregnancy; to care for the employee's child after birth, placement for adoption or foster care; for an employee's serious health condition; to care for an eligible loved one with a serious health condition
- The New School posts the mandatory FMLA Notice required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act in The Office of Human Resources, 80 Fifth Avenue, 8th Floor

New York State Paid Family Leave Program

- Effective January 1, 2019, NYPFL will provide eligible employees paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service.

Please contact Benefits at 212-229-5671 x4942 for information on applying for a leave of absence.

Retirement Plans – TIAA

<http://www.newschool.edu/human-resources/retirement-plans/>

Tax-Deferred Annuity (TDA) Plan (Employee only contributions)

- The TDA plan is a 403(b) retirement plan which allows you to make *pre-tax* payroll contributions
- Eligibility begins on benefits effective date or the 1st of any subsequent month

2024 IRS Limits

- Maximum contribution - \$23,000
- Catch-up contribution - \$7,500 (age 50 or will be age 50 by December 31st of the calendar year)

Automatic Enrollment

- As a newly eligible employee you will be automatically enrolled at 3% unless you decline participation
- You may select investment options, name a beneficiary, view fees and fund performance information online at <https://www.tiaa.org/newschool>
- If you do not select an investment, contributions will be invested in a qualified default investment alternative (QDIA), a TIAA Lifecycle Fund, based on your expected year of retirement, assuming age 65. You can change your investment choice(s) at any time online . The QDIA notice may be viewed on the benefits website.

TIAA provides free confidential one-on-one financial counseling sessions with a TIAA consultant.

- To schedule, contact TIAA directly at 800-732-8353, Monday - Friday, from 8 :00 a.m. to 8:00 p.m.

Retirement Plans – TIAA

<http://www.newschool.edu/human-resources/retirement-plans/>

The New School Retirement Plan (University only contributions)

Eligibility & Contributions

- You have reached 25 years of age, and you have completed one year of service with the University
- 7% of annual base salary if under the age of 40 and have completed less than 6 years of service
- 10% of annual base salary if age 40 or older or if you have completed 6 or more years of service

Waive one year waiting period if:

- Previously employed by a U.S. 501(c)3 org., gov. entity, or a non-profit college or university at ANY time for one year in full-time status. Written verification must be provided from your previous employer to include the following:
 - your employment start and end dates, and
 - the period of time that you were considered a full-time employee, and
 - Verifying type of organization as stated above

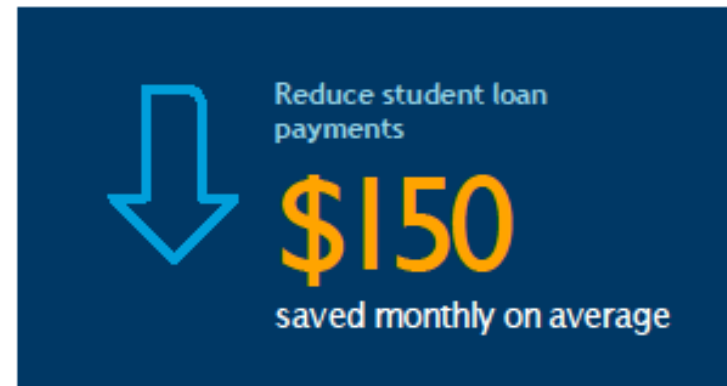
You may select investment options, name a beneficiary, view fees and fund performance information online at <https://www.tiaa.org/newschool>

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The New School is working with TIAA and Savi to help employees tackle student debt

Savi is available to ALL employees and their family members to help borrowers:

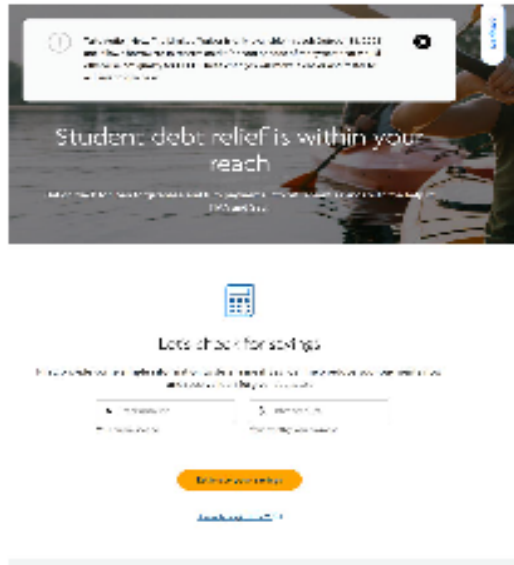
- To get started, visit www.tiaa.org/newschool/student
- Evaluate your eligibility and best options for income driven repayment plans and forgiveness
- Lower monthly payments for immediate relief
- Enroll in a forgiveness program that can provide significant relief after 120 qualifying credits



Based on Savi internal measurements as of December 31, 2022

How to get started

1. Visit ttaa.org/newschool/student to calculate your potential savings.



2. Continue to Savi's website to confirm your eligibility, repayment plan and forgiveness options.
3. From there, you can download all of the forms and continue the application and filing process on your own, OR enroll in Savi Essential.

Savi Essential

For \$60 per year, Savi Essential helps borrowers avoid pitfalls and stay in compliance with PSLF rules.

- No paper forms to complete
- Personalized guidance from Savi's expert support team
- Savi administers the program's requirements: annual enrollment in the IDR, employer certifications, and e-filing
- 98% of Essential users PSLF applications are accepted¹

Based on Savi internal measurements as of July 31, 2021

Join a Savi webinar to learn more

What you will learn:

- Hear about the latest PSLF policy updates and how they impact borrowers
- PSLF rules and eligibility requirements
- What qualifies for the PSLF Limited Waiver
- How to use the Savi tool and get support

Register by scanning this code



I was quite surprised by how much my repayment could be reduced. It led me to look at consolidating my loans with my wife, as well.

I was already working toward forgiveness, but found new savings. My monthly payment went from \$360 to \$150—a reduction by more than half!

Thank you for all of your help. This has been a blessing. I no longer feel alone and stressed about my student loan debt.



Tuition Waiver Plan

<http://www.newschool.edu/human-resources/tuition-waiver-plan/>

Eligibility

- After the completion of 3 continuous months of employment, plan covers tuition and mandatory fees for courses taken at The New School
 - Full-Time Faculty and Staff – eligible for up to two (2) courses per semester
 - Spouse or Qualified Domestic Partner – eligible with no course limit
 - Child(ren) – eligible with no course limit. (No age limit)

Applying for Tuition Waiver Benefits

- Complete and submit an Application for Tuition Waiver found at www.newschool.edu/hr/forms
- Submit to Human Resources
 - Documentation establishing your relationship (i.e. marriage certificate, The New School's Statement of Domestic Partnership, child's birth certificate, etc.) must be provided when applying for tuition waiver benefits for dependents
- Human Resources will send you confirmation via email if the waiver is approved and that you/your dependents can register
- If you do not complete the tuition waiver application process as noted, you may be billed by the University for tuition and mandatory fees.
- Employees and dependents eligible for tuition waiver benefits may not receive a scholarship from the university.

Tuition Waiver Plan Continued

<http://www.newschool.edu/human-resources/tuition-waiver-plan/>

Taxation

Tuition Waiver Plan Details	Adult/Continuing Education (non-degree)	Undergraduate	Graduate
<ul style="list-style-type: none"> Employee 	Tax-free	Tax-free	Amount of tuition and mandatory fees in excess of \$5,250 in a calendar year is added to employee's pay as taxable income
<ul style="list-style-type: none"> Spouse Qualified Dependent Child (for federal tax purposes) 	Tax-free	Tax-free	Total amount of tuition and mandatory fees is added to employee's pay as taxable income
<ul style="list-style-type: none"> Qualified Domestic Partner Child(ren) of a Qualified Domestic Partner Child who is not a federal tax dependent 	Total amount of tuition and mandatory fees is added to employee's pay as taxable income	Total amount of tuition and mandatory fees is added to employee's pay as taxable income	Total amount of tuition and mandatory fees is added to employee's pay as taxable income

EXTERNAL TUITION BENEFITS FOR FULL-TIME FACULTY

- Full-time faculty may receive up to a stated maximum amount of \$2500 per academic year toward the tuition of a dependent child enrolled full-time in a college program. "College program" is defined as a BA, BFA, or other equivalent undergraduate degree. Full-time faculty may receive up to a stated maximum amount \$2500 per academic year toward the tuition of a dependent child enrolled full-time in a primary or secondary school.
- The external tuition benefit is available for tuition only, and not for room and board or other expenses that students may incur as part of the cost of their education. If the dependent child attends an institution where the tuition is less than the stated maximum amount available in the benefit, the faculty member will receive only the amount paid for tuition, less any financial aid provided to the student. Reimbursement for other expenses is not part of the terms of this benefit. Please refer to the following [policy](#) for more information.

This benefit is managed and administered within the Provost, please contact the PO directly.

Additional Benefits

Employee Assistance Program (EAP) and WorkLife Services

- The New School offers employees and their household members work/life benefits provided by Aetna
- Inquiries and services provided through the program are at no cost to you and are completely confidential
- Receive up to eight face-to-face or televideo counseling sessions

For more information please visit, <https://www.newschool.edu/human-resources/employee-assistance-program/>

How to Access EAP Services

You can call 888.238.6232 anytime, 24 hours a day, seven days a week, or visit resourcesforliving.com (enter the username "newschool" and the password "eap").

ACCESSING MYDAY

- In order to open up MyDay, log into your my.newschool.edu account and open your “apps locker”. Or directly at myday.newschool.edu

The screenshot shows the MyNewschool dashboard. At the top, there is a navigation bar with 'ME', 'ACADEMICS', 'SERVICES', and 'COMMUNITY'. A user profile for Rachel E. Taylor is visible with 'SIGN OUT' and 'CHANGE PASSWORD' links. A red box highlights the hamburger menu icon in the top right. Below the navigation bar, the dashboard is divided into several sections: 'DASHBOARD' with course information for Summer 2016, 'Printing' showing \$5.00 in credits, 'Financial Aid', 'Holds', and 'Grades'. Below these are 'UNIVERSITY ANNOUNCEMENTS' (with a Zika Virus notice), 'LIBRARY SERVICES' (with a red box around 'ACCESS CAMPUS LIBRARY SERVICES'), and 'FINANCIAL AID REQUIREMENTS'. On the right side, there is an 'APPS' locker with a list of applications. A red box highlights the 'MyDay' app icon, and a red arrow points from the top-right menu icon to it.

THE NEW SCHOOL
MYNEWSCHOOL

ME ACADEMICS SERVICES COMMUNITY

RACHEL E. TAYLOR
SIGN OUT
CHANGE PASSWORD

DASHBOARD

Courses for current semester: Summer 2016
View class schedule for other semesters.
View all courses in Canvas.

Printing

Available Print Credits:
\$5.00

Recent Printing Activity:
No Recent Print Jobs

View Transaction History
Purchase Print Credits

Financial Aid

Holds

Grades

UNIVERSITY ANNOUNCEMENTS

Subject
IMPORTANT: Information about Zika Virus

LIBRARY SERVICES

ACCESS CAMPUS LIBRARY SERVICES

FINANCIAL AID REQUIREMENTS

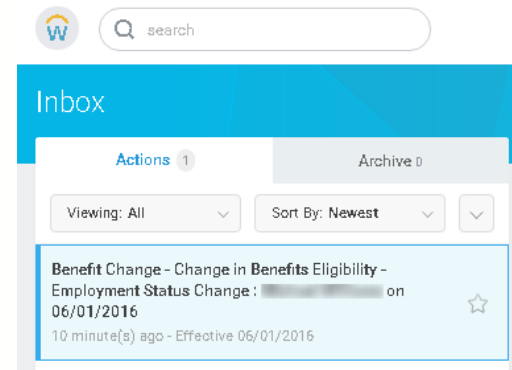
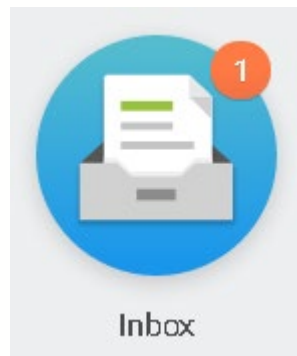
You have no Financial Aid Requirements for this aid year.

APPS

- Apps Anywhere
- Calendar
- Canvas
- Career SuccessLink
- Email
- Equipment Reservations
- IT Central
- Learning Portfolio
- Libraries
- MyDay**
- My New Source
- NetFacilities
- NewCard Cash
- Qualtrics Surveys
- Starfish
- Suite Reservation

MYDAY – NEW HIRE BENEFITS EVENT

- You will find a benefits to-do in your MyDay inbox.
- Follow the prompts to enroll in your New Hire benefit plans.



Questions?

Please contact Benefits

Benefits Help

Email: BenefitsHelp@newschool.edu

Phone: 212-229-5671 ext. 4942

This presentation is available to view on the Human Resources website below:

<http://www.newschool.edu/human-resources/benefits-eligibility-status/>