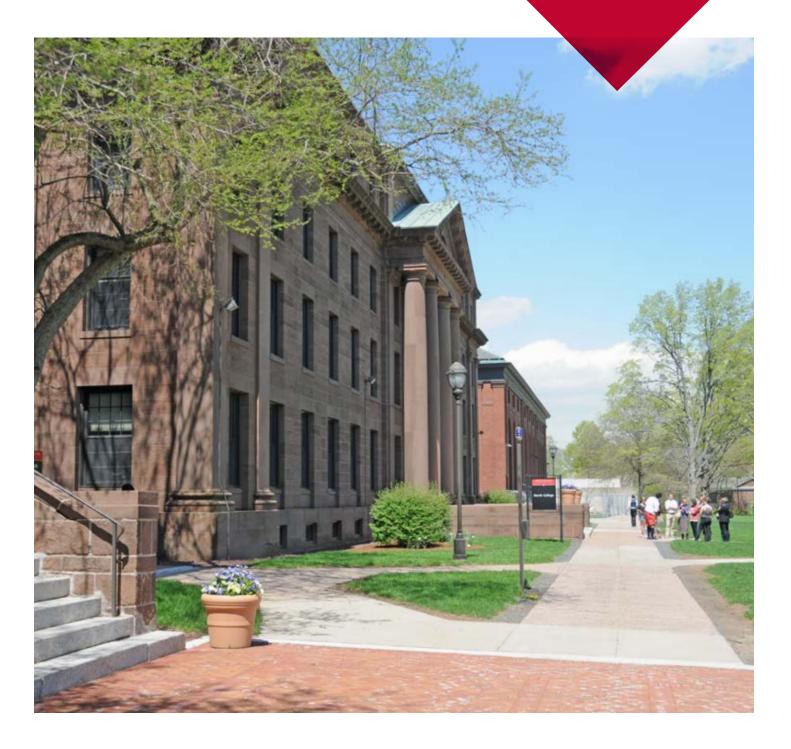
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2020 BENEFITS GUIDE



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Wesleyan University is committed to providing a comprehensive benefits program for its employees. This guide provides an overview of the benefits available to eligible employees and highlights any changes for the 2020 plan year.

Complete information on university benefits, including plan documents, is available at <u>www.wesleyan.edu/hr</u>.

Questions can be directed to Human Resources at <u>benefits@wesleyan.edu</u>.



MONTHLY PREMIUMS Effective January 1, 2020

Medical

	OAPIN		OAP		HDHP	
	Employee Cost	Wesleyan Cost	Employee Cost	Wesleyan Cost	Employee Cost	Wesleyan Cost
Employee	\$270.08	\$740.63	\$320.50	\$714.35	\$198.20	\$750.75
Employee + One	\$589.55	\$1,603.69	\$698.81	\$1,546.81	\$432.64	\$1,626.60
Family	\$730.22	\$1,998.69	\$865.50	\$1,928.59	\$535.88	\$2,026.29

Employees can elect the medical plan without enrolling in the dental or vision plans.

2020 Premium Subsidy

Eligibility: Employees whose annualized full time base salary is less than or equal to \$61,642.

	Monthly Premium Subsidy	
Employee	\$67.88	
Employee + One	\$146.11	
Family	\$180.09	

Subsidy credits are applied to the employee paycheck based on pay frequency.

Dental

	Employee Cost	Wesleyan Cost
Employee	\$20.79	\$39.78
Employee + One	\$39.19	\$75.03
Family	\$74.34	\$142.42

Employees can elect the dental plan without electing the medical or vision plans.

Vision*

	Employee Cost	
Employee	\$4.71	
Employee + One	\$8.94	
Family	\$13.13	

*100% employee paid.

Employees can elect the vision plan without enrolling in the medical and dental plans.

Supplemental Life

Age	Employee Non-Smoker Monthly Rates (per \$1,000)	Employee Smoker Monthly Rates (per \$1,000)
0-24	\$0.04	\$0.05
25-29	\$0.04	\$0.05
30-34	\$0.06	\$0.06
35-39	\$0.06	\$0.07
40-44	\$0.07	\$0.09
45-49	\$0.10	\$0.15
50-54	\$0.16	\$0.23
55-59	\$0.26	\$0.38
60-64	\$0.45	\$0.65
65-69	\$0.63	\$0.92
> 69	\$0.90	\$1.30

Employees may enroll in the Supplemental Life Insurance benefit at any time during the plan year. Please see page 16 for more details on this benefit.

ENROLLMENT INSTRUCTIONS

For Open Enrollment

The menu for 2020 Open Enrollment is in WesPortal under "My Information" heading and labeled "Open Enroll 2020." If you are connecting to the network from an off-campus location, you will need VPN to access your Open Enrollment pages. <u>Please use</u> <u>this link to view details on how to connect via VPN.</u>

Log into the Open Enrollment site in WesPortal: After clicking on the initial page, you will enter the 2020 Open Enrollment page, titled "Benefit Elections as of 1/1/2020." You will be able to click each of the benefit areas to enroll or change your enrollment. **If you do not elect to make any benefit changes, your 2019 elections will roll over to 2020 with the exception of flexible spending and HSA accounts.**

Benefits for 2020

- Medical Benefits: Includes HSA election option if electing HDHP plan
- Dental Benefits
- Vision Benefits

- Life Insurance Benefits
- Flexible Spending Accounts: Medical Expense Reimbursement Account (MERA) and Depended Care Reimbursement Account

How do I view and change dependent & beneficiary information?

 If you wish to update or add a dependent or beneficiary, please email <u>benefits@wesleyan.edu</u>. You will need to fill out a Dependent/Beneficiary Enrollment Form and upload it to a secure drop box.

If you do not wish to make any changes, your 2019 medical, dental, life insurance and vision will automatically be rolled over to 2020. Please check waive on the Open Enrollment page in WesPortal if you do not want medical coverage.

For New Hires

How Do I Enroll?

Please visit the Wesleyan Benefits site www.wesleyan.edu/hr/staff/benefits/Enroll. html which contains all the information you need to review, select and securely upload your benefit enrollment options as a new employee of the University.

General Information

- You have 30 days from date of hire to enroll in benefits. New faculty hired at the beginning of the academic year have until September 30th. If you miss the window, you can next enroll during Open Enrollment (generally early November) or if you have a qualifying life event.
- Please make sure your address is accurate in your WesPortal under Personal Information. Insurance cards and important correspondence will be sent to that address.
- If you have questions with your benefit elections or uploading the form, please email

benefits@wesleyan.edu. The address is monitored by all Benefits staff and allows us to answer your inquiries promptly.

2020 Wesleyan University Benefits Guide

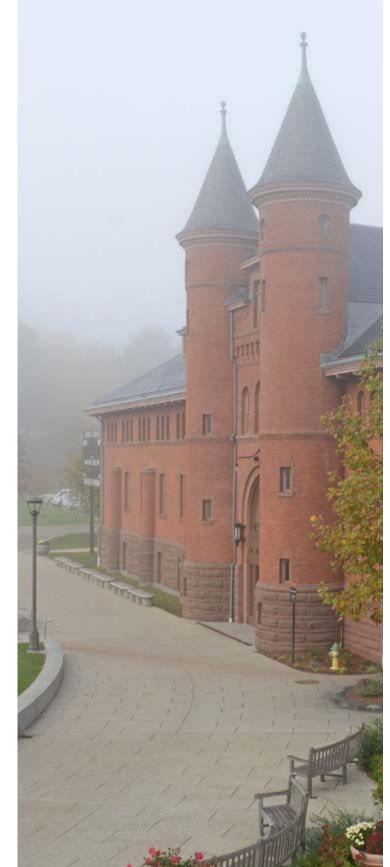
ELIGIBILITY

Eligibilty for medical, dental, vision, life insurance, health care savings accounts & flexible spending accounts.

- Faculty members who work at least halftime (0.5 FTE or more)
- Administrative staff members and librarians who work at least three-quarter time (0.75 FTE or more)
- Secretarial and Clerical employees who work at least three-quarter time (0.75 FTE or more)
- Physical Plant employees who work at least three-quarter time (0.75 FTE or more)
- Public Safety employees who work at least three-quarter time (0.75 FTE or more)

Eligibility for retirement savings plans.

- Faculty and staff who work at least half time (0.5 FTE or more) and have appointments for more than one year may participate.
- Email <u>benefits@wesleyan.edu</u> to determine your eligibility and to enroll in the retirement plans.



CHANGES TO ENROLLMENT

You may become eligible to change your benefits at any time during the year if you experience a qualifying life event. Examples of qualifying life events are marriage, death of a covered dependent, birth or adoption of a child, divorce or legal separation, loss or gain of coverage through a spouse's or domestic partner's employment and a dependent's move into the state.

You have 31 days from the date of the event to make changes to your benefit plan(s). You must also provide documentation within that time frame.

- I have a qualifying life event, how do I make changes to my benefits?
 - By completing the <u>Benefits Enrollment form</u> and uploading the form, along with the documents supporting your qualifying life event to the secure drop box. For further instructions, please visit the Wesleyan Benefits website at <u>www.wesleyan.edu/hr/staff/benefits/Enroll.html</u>
 - Remember: You have 31 days from the date of the event to make changes to your benefit plan(s).
- What documentation is required to support my qualifying event?

Qualifying Event	Documentation Accepted
Loss of coverage for your spouse/domestic partner	 Letter from employer stating loss of coverage and reason(s) why. Termination letter from employer or Termination letter from previous health plan
New coverage through your spouse/domestic partner	 Letter from spouse/domestic partner employer or Letter from spouse/domestic partner health plan
Marriage	Marriage certificate
Birth of child	Birth certificate orLetter from a medical center showing proof of birth
Adoption	 Adoption papers
Divorce or legal separation	 Filed court papers



S MEDICAL BENEFITS



Cigna Open Access Plus High Deductible Health Plan (HDHP w/HSA)

Cigna Open Access Plus —In Network Only (OAPIN)

Cigna Open Access Plus (OAP)

If you choose, you can open a health savings account (HSA) when enrolling in the HDHP plan. To learn more about HSAs, please see page 9. If you are enrolled in the OAP or OAPIN plan you are eligible to enroll in the Flexible Spending plan (MERA). To learn more about FSA accounts, please see page 14.

For more information on the medical plans offered by Wesleyan University, please visit www.wesleyan.edu/hr

Here are some terms you'll see in this guide:

Coinsurance: Your share of the costs of a healthcare service, usually figured as a percentage of the amount charged for services. You start paying coinsurance after you've paid your plan's deductible. Your plan pays a certain percentage of the total bill, and you pay the remaining percentage.

Copay: A fixed amount you pay for a specific medical service (typically an office visit) at the time you receive the service. The copay can vary depending on the type of service. Copays cannot be included as part of your annual deductible, but they do count toward your out-of-pocket maximum.

Deductible: The amount you pay for healthcare services before your health insurance begins to pay. For example, if your plan's deductible is \$1,000, you'll pay 100 percent of eligible healthcare expenses until the bills total \$1,000 for the year. After that, you share the cost with your plan by paying coinsurance.

In-network: A group of doctors, clinics, hospitals and other healthcare providers that have an agreement with your medical plan provider. You'll pay less when you use in-network providers.

Out-of-network: Care received from a doctor, hospital or other provider that is not part of the medical plan agreement. You'll pay more when you use out-of-network providers.

Out-of-pocket maximum: This is the most you must pay for covered services in a plan year. After you spend this amount on deductibles, copayments and coinsurance, your health plan pays 100 percent of the costs of covered benefits. However, you must pay for certain outof-network charges above reasonable and customary amounts.

Reasonable and customary: The amount of money a health plan determines is the normal or acceptable range of charges for a specific healthrelated service or medical procedure. If your healthcare provider submits higher charges than what the health plan considers normal or acceptable, you may have to pay the difference.

MEDICAL AND PRESCRIPTION DRUG PLAN SUMMARY

Medical	OA	PIN	O	AP	н)HP
	In network	Out of network	In network	Out of network	In network	Out of network
Deductible*						
Employee only Family coverage	\$500 \$1,000	Not covered	\$500 \$1,000	\$750 \$1,500	\$1,500 \$3,000	\$1,500 \$3,000
Coinsurance**	0%	Not covered	0%	30%	0%	20%
Out-of-pocket maximum (includes deductible) Employee only Family coverage	\$1,500 \$3,000	Not covered	\$1,500 \$3,000	\$2,500 \$5,000	\$3,000 \$6,000	\$3,000 \$6,000
Preventive care	No charge	Not covered	No charge	30% after ded.	No charge	20% after ded.
Office visit (PCP and specialist)	\$25/\$35	Not covered	\$25/\$35	30% after ded.	0% after ded.	20% after ded.
Emergency room	\$200	Not covered	\$2	200	0% af	ter ded.
Urgent care	\$40	Not covered	\$	40	0% af	ter ded.
Inpatient care	Deductible	Not covered	Deductible	30% after ded.	0% after ded.	20% after ded.
Outpatient care	Deductible	Not covered	Deductible	30% after ded.	0% after ded.	20% after ded.
Telehealth	\$25	Not covered	\$25	Not covered	0% after ded.	Not covered
Eye Exam	\$0	Not covered	\$0	\$75 reimbursement	\$0	\$75 reimbursement
Lab & Radiology	Deductible	Not covered	Deductible	30% after ded.	0% after ded.	20% after ded.
Prescription drugs	OA	PIN	O,	AP	нс)HP
Retail (30-day supply)	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Tier 1 — generics	20% with \$5 min/\$50 max	Not covered	20% with \$5 min/\$50 max	Not covered	20% with \$5 min/\$50 max after ded.	Not covered
Tier 2 – preferred	25% with \$15 min/\$50 max	Not covered	25% with \$15 min/\$50 max	Not covered	25% with \$15 min/\$50 max after ded.	Not covered
Tier 3 — non-preferred	25% with \$20 min/\$50 max	Not covered	25% with \$20 min/\$50 max	Not covered	25% with \$20 min/\$50 max after ded.	Not covered
Mail order (90-day supply)						
Tier 1 — generics	20% with \$10 min/\$100 max	Not covered	20% with \$10 min/\$100 max	Not covered	20% with \$10 min/\$100 max after ded.	Not covered
Tier 2 — preferred	25% with \$30 min/\$100 max	Not covered	25% with \$30 min/\$100 max	Not covered	25% with \$30 min/\$100 max after ded.	Not covered
Tier 3 — non-preferred	25% with \$40 min/\$100 max	Not covered	25% with \$40 min/\$100 max	Not covered	25% with \$40 min/\$100 max after ded.	Not covered

*Coinsurance percentage represents amount of employee's responsibility.

*For OAP and OAPIN plans, deductible only applies to the following:

Inpatient & outpatient services Radiology and procedures

Laboratory

8

- Advanced Imaging (MRI, CT, etc) •
- Durable Medical Equipment
- Home Healthcare
- Prosthetic Devices Hearing Aids

Preventive breast ultrasounds will be covered at 100% under all plan options provided by Wesleyan. PLEASE NOTE: in order for your claim to be covered at 100% by the plan, your provider must use the

PHARMACY BENEFITS Cigna 90 Now

Wesleyan University medical plans include a maintenance medication program called Cigna 90 Now.

- If you choose to fill your prescription in a 90-day supply, you must use a 90-day retail pharmacy in your plan's network. You can also use the Cigna Home Delivery Pharmacy. Important Note: Please confirm the pharmacy network for your 90day fills. You can go to Cigna.com/RX90network
- If you choose to fill your prescription in a 30-day supply, you can use any retail pharmacy in your plan's broader network

Where you can fill a 90-day prescription

With Cigna 90 Now, your plan offers a retail pharmacy network that limits where you can fill your 90-day prescriptions. You will still have access to a robust network of providers. They include local pharmacies, grocery stores, retail chains and wholesale warehouse stores – all places where you may already shop! If you prefer the convenience of having your medications delivered to your home, you can also use Cigna Home Delivery Pharmacy to fill your prescriptions. For more information about your new pharmacy network, you can go to Cigna.com/ Rx90network

Value Drug List

To see a current list:

- 1. Visit: The myCigna® website
- 2. Once you're registered, log in and select Estimate Health Care Costs
- 3. Select Get Drug Costs.

You can also view your drug list at Cigna.com/druglist and select your drug list name "Value 3 Tier" from the drop down menu.

- Certain brand name drugs that are also available over the counter will be dispensed as a generic drug only. (For example, drugs to treat acid reflux)
- Pre-authorizations needed for specialty drugs. Your provider's office will coordinate this with Cigna at the time you are given a prescription.

Questions?

Call the toll-free number on the back of your Cigna ID card. You can also chat with Cigna online on the myCigna website, Monday Friday, 9:00 am-8:00 pm EST.

Common Pharmacy Terms

(PA) Prior Authorization - Cigna will review information your doctor provides to make sure you meet coverage guidelines for the medication. If approved, your plan will cover the medication.

(ST) Step Therapy - Certain high-cost medications are part of the Step Therapy program. Step Therapy encourages the use of lower-cost medications (typically generics and preferred brands) that can be used to treat the same condition as the higher-cost medication. These conditions include, but are not limited to, depression, high blood pressure, high cholesterol, skin conditions and sleep disorders. Your plan doesn't cover the higher-cost Step Therapy medication until you try one or more alternatives first (unless you receive approval from Cigna).

(QL) Quantity Limits - For some medications, your plan will only cover up to a certain amount over a certain length of time. For example, 30mg per day for 30 days. Your plan will only cover a larger amount if your doctor requests and receives approval from Cigna.

FREQUENTLY ASKED QUESTIONS

What is the annual \$500 individual deductible (\$1,000 family) and what is subject to it?

The Wesleyan Open Access Plus and Open Access Plus In-Network plans have a \$500 annual deductible for individuals and \$1000 for families.

The following services fall under this deductible:

- Lab work
- Imaging (x-ray, MRI, PET, CT & Ultrasounds)
- Durable medical equipment
- In-patient procedures and services
- Out-patient procedures and services
- Home Healthcare
- Prosthetic Devices
- Hearing Aids

Once the deductible is met, these services are covered at 100% for the rest of the plan year.

The deductible also counts towards your annual out of pocket maximum.

I went for a preventive procedure and expected to pay nothing. Why am I being billed?

All preventive services that are coded as preventive are covered at 100%. A diagnostic procedure is subject to the applicable deductible and copay. Make sure you talk with your provider about the procedure so you know how it is being billed.

I am turning 65 but am not planning to retire soon. Do I have to terminate off of Wesleyan's benefits and apply for Medicare B & D? What about my spouse/partner?

As long as you are an active, benefit eligible employee you and your spouse/partner may remain on the Wesleyan benefit plan regardless of age.

I have questions about my medical bill. What do I do?

Call Cigna at 1-800-244-6224 and log into your mycigna.com portal to look up the date of service correlating to the bill. Many times bills are sent by the provider before Cigna has fully processed the claim. Always check your Explanation of Benefits (EOB) to see how the claim is being processed. A representative at Cigna is available to help you resolve any eligibility or claim issues you have.

Cigna denied a prescription my doctor wants me to have. I have tried other therapeutic equivalent drugs but have medical challenges and can only take this one drug. What do I do?

Your doctor should be able to help you with an appeal to Cigna. If you have a medical need, they should be able to document this with Cigna to help with an approval. Have your providers office contact Cigna to initiate the process for you.

I am getting married! How can I add my spouse to my plan?

See page 6 for information on qualifying life events and how to make changes to your benefits.

My doctor wants me to get an MRI yet Cigna sent me a letter of denial! What do I do?

Call Cigna at 1-800-244-6224 to have someone walk through the denial with you. It is important to receive clarification.

In many cases of denied authorizations, the treating provider did not submit all of the necessary medical documents needed for an approval.

By calling Cigna and engaging with your provider you should be able to resolve the issue quickly.

Flighteeth

Telehealth

With Cigna Telehealth Connection, employees can get the care they need – including most prescriptions – for a wide range of minor conditions. They can connect with a board-certified doctor when, where and how it works best for them – via video or phone – without having to leave home or work.

- Choose When Day or night, weekdays, weekends and holidays.
- Choose Where At home, work or on the go.
- Choose How Phone or video chat.

Speak with a doctor who can help with:

- Sore throat
- Headache
- Fever

Rash

Cold and flu

Allergies

Amwell and MDLIVE televisits can be a cost-effective alternative to a convenience care clinic or urgent care center, and cost less than going to the emergency room. Costs are the same or less than a visit with a primary care provider. Giving employees an easy-to-use and cost effective alternative to care can help reduce costs and non-urgent ER visits.

Amwell

- Initiate a consultation through mycigna.com
- MDLIVE
- mdliveforcigna.com
- 888-726-3171

Choose Who

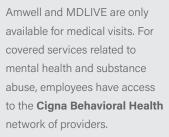
- Amwell or

MDLIVE doctors.

What MyCigna can do for you

Life can be busy and complicated. Cigna created a simple to use tool that can help make your life easier (and healthier). Using <u>mycigna.com</u> or the mycigna app you can personalize, organize and access your important plan information on your computer, phone or tablet.

- Manage and track claims
- View ID card information
- Find in-network doctors and compare cost and quality ratings
- Review your coverage
- Track your account balances and deductibles
- Refill your prescription drugs online and check order status with Cigna Home Delivery Pharmacy
- Compare prescription drug prices at thousands of pharmacies in our network
- Visit <u>myCigna.com</u> or download the myCigna Mobile App



- Go to <u>Cignabehavioral.</u>
 <u>com</u> to search for a video telehealth specialist
- Call to make an appointment with your selected provider

Telehealth visits with Cigna Behavioral Health network providers cost the same as an in-office visit. See your plan materials for costs and coverage details.

HEALTH SAVINGS ACCOUNT (HSA)

A health savings account (HSA) is a personal healthcare bank account you can use to pay out-ofpocket medical expenses with pretax dollars. Wesleyan University will also match dollar to dollar up to \$500 for the 2020 plan year.

You own and administer your HSA. You determine how much you contribute to your account, when to use your money to pay for qualified medical expenses, and when to reimburse yourself. Remember, this is a bank account; you must have money in the account before you can spend it.

HSAs offer you the following advantages:

TAX SAVINGS: You contribute pretax dollars to the HSA. Interest accumulates tax-free, and funds are withdrawn tax-free to pay for medical expenses.

REDUCED OUT-OF-POCKET COSTS: You can use the money in your HSA to pay for eligible medical expenses and prescriptions. The HSA funds you use can help you meet your plan's annual deductible.

A LONG-TERM INVESTMENT THAT STAYS WITH

YOU: Unused account dollars are yours to keep even if you retire or leave the university. Also, you can invest your HSA funds, so your available healthcare dollars can grow over time.

THE OPPORTUNITY FOR LONG-TERM SAVINGS:

Save unused HSA funds from year to year – you can use this money to reduce future out-of-pocket health expenses. You can even save HSA dollars to use after you retire. You are eligible to open and fund an HSA if:

- You are enrolled in an HSA-eligible high-deductible health plan, such as Wesleyan University's HDHP plan.
- You are not covered by your spouse's health plan (unless it is a qualified HDHP), flexible spending account (FSA) or health reimbursement account (HRA).
- You are not eligible to be claimed as a dependent on someone else's tax return.
- You are not enrolled in Medicare, TRICARE or TRICARE for Life.
- You have not received Veterans Administration benefits in the past three months.

How to access/make contributions to your HSA

Once your account is open, you can access it via your mycigna.com by clicking on "Visit your HSA bank to manage your account." You'll set up your payroll contributions during open enrollment. You can make contribution changes at any time during the year. Note that it may take between one and two payroll periods for an HSA change to be processed.

More details about health savings accounts

The HSA is administered by HSA bank. Wesleyan University pays the monthly administrative fee for your HSA. If your coverage status or employment status changes, you will be responsible for all HSA account holder fees.

You'll notice two separate line items on your paycheck when you participate in the HDHP with HSA option – one for your employee premium for the HDHP and one for your pretax contributions to the HSA.

IMPORTANT! How much you can deposit into an HSA in 2020

Under age 55 (and not enrolled in Medicare):

- Up to \$3,550 for individual coverage.
- Up to \$7,100 for family coverage.

Age 55 or older (and not enrolled in Medicare):

- The maximum contribution increases by \$1,000 (considered a "catch-up" contribution).
- Up to \$4,550 for individual coverage.
- Up to \$8,100 for family coverage.

Important Note: Wesleyan University's contributions count toward the annual HSA contribution limits, so you need to carefully plan how much you'll contribute annually to avoid excess contributions.

2020 Wesleyan University contributions

Once your HSA account with HSA Bank is open, your contributions will be deposited each pay cycle. Wesleyan University will provide a dollar for dollar match up to \$500 each plan year.





Medical Expense Reimbursement Account (MERA)

This plan allows you to pay for eligible out-of-pocket expenses with pre-tax dollars. Eligible expenses include plan deductibles, copays, coinsurance, and other non-covered medical, dental and vision healthcare expenses for you and your dependents.

Dependent Care FSA

This plan allows you to pay for eligible out-of-pocket dependent care expenses with pre-tax dollars. Eligible expenses may include daycare centers, in-home child care, and before- or after-school care for your dependent children under age 13 (other individuals may qualify if they are incapable of self-care and are considered your taxable dependents).

New! Effective January 1, 2020

Group Dynamic, Inc. will be the administrator of Wesleyan's MERA and Dependent Care FSA programs. Any claims that need reimbursement for the 2019 year should still be submitted to Benefit Strategies. New claims to be applied to your 2020 election should be submitted to Group Dynamic.

IMPORTANT: You will need to create a new log in for access to your Group Dynamic portal.

Please note: All caregivers must have a tax ID or Social Security number, which must be included on your federal tax return. If you use the Dependent Care FSA, the IRS will not allow you to claim a dependent care credit for reimbursed expenses. Consult your professional tax advisor to determine whether you should enroll in this plan.

	MERA/Dependent FSAs	
MERA - Plan Year Maximum	\$2,750	
Dependent Care FSA - Plan Year Maximum	\$5,000 (\$2,500 if married and filing separately)	
Run-Out Period	Claims submission deadline: 4/15/2021 (includes claims incurred through 3/15/2021)	

Group Dynamic, Inc. (GDI) Dashboard

GDI's portal gives you easy, secure access to your accounts whenever you need it.

Get Started on the GDI Home Page

Go to <u>www.gdynamic.com</u> and click on Participants under the Log In menu at the top of the screen. Enter your Username and Password, or click on Create your new username and password if you are logging in for the first time.

Download the GDI Mobile App

- 24/7 access to your accounts on your mobile device
- Check balances, file claims and view account activity
- Use the app to take pictures of receipts and upload to accompany claims



Frequently Asked Questions

When can I enroll in MERA or Dependent Care?

You must enroll each year during Open Enrollment in order to participate in the MERA or Dependent Care FSAs for the following year. The amount you designate will be deducted from your paycheck in equal amounts throughout the plan year. New employees are eligible to participate upon hire.

How do I submit claims for reimbursement?

The Wesleyan University MERA (Medical Reimbursement Account) and Dependent Care Flexible Spending Accounts are administered by Group Dynamic, Inc. When you enroll, a Welcome Packet will be mailed to your home. You will be issued a debit card to charge your expenses on debit cards in addition to submitting claims for reimbursement. Your debit card will be re-loaded each year you participate in the plan.

Enrollment occurs before the beginning of each plan year or for new employees, during your initial enrollment period. You must enroll each year in order to participate in the Healthcare and Dependent Care FSAs. The amount you designate will be deducted from your paycheck in equal amounts throughout the plan year. Once you incur expenses, you can request reimbursement from your account. Keep your receipts and explanations of benefits (EOBs) in the event the vendor or the IRS requests additional information on your transactions.

I used my debit card to pay for a dental procedure. Why is GDI asking me for a receipt?

The IRS requires substantiation for all claims. GDI has set up a copay matching program to help limit the receipts needed, however when a purchase does not match the Cigna copays a receipt may be needed to verify the expense as a qualifying under the MERA plan.

What happens if I use the account for non-eligible expenses?

If you file a request for reimbursement of a non-eligible expense, the request will be denied by GDI. If the expense is deemed ineligible after the expense is already paid, you will be required to reimburse your account for that transaction. If you fail to reimburse the account, you may be required to pay income taxes.

What happens if I do not use all of the money in my account?

The IRS regulates Flexible Spending Accounts under IRC 125. According to the IRS guidelines, funds that are not claimed during the plan year are forfeited to the plan. This is called the "use it or lose it" clause. The unused funds are retained by the plan sponsor, your employer, and can be used to offset administrative costs of the plan.

Employers sponsoring FSA plans are able to allow employees to use their unused account balances to pay for qualified medical expenses incurred by March 15, 2021 and submitted for reimbursement by April 15, 2021.

May I use my MERA for my spouse's deductible and copay expenses?

Yes. All eligible out-of-pocket expenses incurred by you and your qualified dependents can be reimbursed by your MERA even if not enrolled under Wesleyan's medical plan.

All claims for dependent care must be incurred by December 31, 2019. All claims for MERA may be incurred through March 15, 21020 and claims may be submitted by April 15, 2020.

DENTAL BENEFITS

Dental carrier

View covered services, claim status or your account balance, find a dentist, update your information, and much more at <u>www.deltadentalnj.com</u>. Wesleyan University offers dental coverage through Delta Dental of New Jersey. Although you can choose any dental provider, when you use an in-network dentist, you will generally pay less for treatments because your share of the cost will be based on negotiated discount fees. With out-of-network dentists, the plan will pay the same percentage, but the reimbursement will be based on out-of-network rates. You may be billed for the difference.

To see a current provider directory, please visit <u>www.deltadentalnj.com</u> and chose the Delta Dental PPO Plus Premier plan.

	In network	Out of network
Deductible		
Employee only	\$50	\$50
Family coverage	\$150	\$150
Is the deductible waived for preventive services?	Yes	Yes
Annual plan maximum (per individual)	\$1,200	\$1,200
Diagnostic and preventive		
Oral exams, x-rays, cleanings, fluoride, space maintainers	100%	100%
Basic		
Oral surgery, fillings, endodontic treatment, periodontic	80%	80%
treatment and sealants		
Major		
Crowns, jackets, implants, dentures, bridge implants,	50%	50%
repairs of dentures and crowns		
Orthodontia		
Adults and dependent children	50%	50%
Lifetime orthodontia plan maximum (per individual)	\$1,500	\$1,500

For more information on your dental benefits please visit www.wesleyan.edu/hr/staff/benefits/dental.html

New for 2020!

Services that fall under diagnostic and preventative will still be covered at 100% and will no longer apply towards the \$1,200 annual maximum

- Composite fillings will now be covered
- Bitewing x-rays for members over age 19 will only be covered 1 time every year
- Full mouth x-ray coverage will change to 1 time every 5 years



Eye Exams Through Cigna

Annual eye exams are covered under the Wesleyan University medical plans as a wellness benefit.

- Eye exams are covered at no cost for in-network eye doctors (Use Cigna Vision Directory to verify providers)
 - Cigna Vision Directory <u>http://cigna.vsp.com/find-eye-doctors.html?id=guest</u>
- Out-of-Network eye exams will be reimbursed up to \$75.
- There is no CIGNA reimbursement for glasses or contacts; however the voluntary EyeMed Vision plan is available (see below).
- Premiums for this benefit are covered under your medical plan.

EyeMed Vision Coverage

EyeMed's vision care benefits include coverage for standard lenses and frames, contact lenses, and discounts for laser surgery. The vision plan is built around a network of eye care providers, with better benefits at a lower cost to you when you use providers who belong to the EyeMed network. When you use an out-of-network provider, you will have to pay more for vision services.

Locating an EyeMed provider

In-network providers include private practitioners as well as selected chains, including Lenscrafters, Target, Sears and Pearle Vision. To locate a provider, visit <u>www.EyeMedvisioncare.com</u>.

	In-network	Out of network Reimbursement
Frames	\$150 allowance, 20% off balance over \$150	\$75
Standard lenses (once per frequency period)	
Single vision	\$20	\$11
Bifocal	\$20	\$25
Trifocal	\$20	\$49
Premium lenses		
Standard Progressive	\$85	\$25
Premium Progressive	80% of charge less \$35 allowance	\$25
Contact lenses (\$20 copay waived)		
Elective	\$150 allowance, 20% off balance over \$150	\$120

Frequency:

- Frames —Once every 24 months
- Standard Plastic Lenses or Contact Lenses Once every 12 months

WELLNESS PROGRAM

The mission of the Wesleyan University Wellness Program is to establish a work environment that encourages faculty, staff and their families to take responsibility for their physical and mental well-being through health awareness and healthy lifestyles. This program supports a comprehensive approach to decreasing the incidence, duration and severity of preventable illnesses and disease by promoting educational opportunities, wellness activities and self-improvement.

Start earning today!

Cardinal Fit Points Program

Wesleyan's Cardinal Fit Incentive Points Program rewards individuals dedicated to improving their health and well-being. You and your spouse/partner can earn points by actively participating in health improvement programs and activities that can then be redeemed for cash payments. Benefit eligible faculty, staff, spouses and partners are eligible to participate and earn points (up to \$150 each on a semi-annual basis).

Wellness points are entered through the new Wellness Points Tool which is available under "My Information" in your WesPortal account.

Note: To add or change a spouse or partner, please click the Spouse/Partner link at the top of the screen.

Wesleyan Adult Fitness Classes

Wesleyan offers free fitness classes for all faculty and staff.

Visit athletics.wesleyan.edu/information/community/adult_fitness/adultfitness to learn more.



LIFE INSURANCE

The following options are available to eligible employees. Please keep in mind these benefits are reduced starting at age 65.

Basic Life Insurance (University provided)

Wesleyan University provides Basic Life insurance at no cost to you. The plan covers you at one times (1x) your salary (capped at \$50,000). This coverage is guaranteed issue and provided for all benefit eligible employees.

Group Term Life and AD&D	100% Paid by the Employer		
Employee	1x annual salary up to \$50,000		
Age reduction schedule:			
Age 65 to 69: Benefit decrease to 65% of original benefit			
Age 70+: Benefit decrease to 50%			

Supplemental Life

Employees may also increase their coverage by purchasing supplemental life insurance coverage for themselves and their dependents. Eligible employees are allowed to elect up to 5x their pay. Amounts over \$200,000 require Evidence of Insurability. Spouses/ Domestic Partners can elect coverage in \$10K increments up to \$100,000. Amounts over \$30,000 require Evidence of Good Health. Spouse/Domestic Partner elections cannot be more than 50% of employee's supplemental life election. Employees can also elect a \$5,000 policy for a dependent child.

Rates for optional life insurance are based on age. Certain reductions in coverage do apply for applicable employees and their dependents. For each \$1,000 of optional life insurance coverage, the monthly rates are:

Age	Non-Smoker Monthly Rates (per \$1,000)	Smoker Monthly Rates (per \$1,000)
0-24	\$0.04	\$0.05
25-29	\$0.04	\$0.05
30-34	\$0.06	\$0.06
35-39	\$0.06	\$0.07
40-44	\$0.07	\$0.09
45-49	\$0.10	\$0.15
50-54	\$0.16	\$0.23
55-59	\$0.26	\$0.38
60-64	\$0.45	\$0.65
65-69	\$0.63	\$0.92
> 69	\$0.90	\$1.30

(Rates will increase on the July 1 after age increases to the next bracket.)

Employee	1-5x basic annual earnings up to \$750,000*
Spouse	\$10,000 increments up to \$100,000 (cannot exceed 50% of employee amount)
Child	\$5,000

Age 65 to 69: Benefit decrease to 65% of original benefit Age 70+: Benefit decrease to 50%

Guaranteed Issue

Guaranteed Issue is the highest amount of coverage that can be issued to you without Evidence of Insurability (EOI). If you do not enroll when you are a new employee, you will need to complete an EOI for any amount of coverage for which you apply.

Newly hired employees are offered coverage with a guaranteed issue amount (no evidence of insurability) as follows:

- Employee Guaranteed issue up to \$200,000
- Spouse/Partner Guaranteed issue up to \$30,000
- Enrollment must be within the first 31 days after hire

EVIDENCE OF INSURABILITY: Insurance companies are able to request that employees and dependents provide medical information (Evidence of Insurability) when application for Supplemental Life occurs after 31 days of your initial benefit eligibility as a new hire and/or when the amount applied for exceeds specific maximums. When Evidence of Insurability applies, you and/or your dependents will need to complete a "Statement of Health" and submit it for review and approval.

IMPUTED INCOME: AGE REDUCTION: The group term basic life and supplemental insurance coverage are subject to a reduction in benefit amount as you age.

PORTABILITY AND CONVERSION: Portability and conversion are available if your employment with Wesleyan University ends. Portability allows you to continue your term life coverage while the conversion option allows you to convert your term life policy into an individual whole life policy.

RETIREMENT PLAN

Wesleyan University offers two types of retirement plans: Retirement Annuity and Supplemental Retirement Plan.

The Retirement Annuity plan (RA)

Allows eligible employees to receive contributions made by Wesleyan University. The University will contribute 7% of your annual salary up to \$80,500, and 10% for earnings over \$80,500.

The Supplemental Retirement Annuity plan (SRA)

Allows eligible employees to set aside 1% to 85% of their annual earnings to the maximum IRS plan limits towards retirement. You have the option to set aside money on a pre-tax or after tax (Roth) contribution. There is also an employer match for the Supplemental Retirement Annuity plan, please see the plan document to verify the match schedule for each employee group. Plan documents may be accessed under the Retirement Savings link by visiting the Human Resources website at www.wesleyan.edu/hr/staff/retirement/index.html

When Can I Change My Contribution Percentage?

You can change your SRA or Roth contribution percentage at any time during the year. SRA and Roth deductions will automatically stop once you have reached your limit allowed by the IRS.

2020 SRA Limits

The maximum annual contribution to an SRA or Roth for 2020 is \$19,500. If you are age 50 and above, the annual catch up contribution is \$6,500. Employees with over 15 years of service may be eligible for an additional amount of contribution.

457(b) Plan

For those eligible, contributions to the 457(b) plan are based on a dollar amount per calendar year, percentages aren't allowed. The maximum contribution to a 457(b) plan in 2020 is \$19,500. Voluntary contribution must be elected each plan year, please contact <u>benefits@wesleyan.edu</u> for an election form.

Note: Employees covered under collective bargaining agreements should email <u>benefits@wesleyan.edu</u> to confirm eligibility and plan rules.



Help When You Need It Most

With your Employee Assistance Program and Work/Life Balance services, confidential assistance is as close as your phone or computer.

Your EAP is designed to help you lead a happier and more productive life at home and at work. Call for confidential access to a Licensed Professional Counselor who can help you.

- Expert support 24/7
- Convenient website
- Monthly webinars
- All employees, spouses, domestic partners, children, parents and parents-in-law are eligible

A Licensed Professional Counselor can help you with:

- Stress, depression, anxiety
- Job stress, work conflicts
- Relationship issues, divorce
- Family and parenting problems
- Anger, grief and loss

Employee Assistance Program — Work/Life Balance

Toll-free 24/7 access:

1.800.854.1446 (Multi-lingual) www.unum.com/lifebalance

Key Features

- Medical Bill Saver- service that can help negotiate out-of-pocket medical and dental expenses over \$400.
- 24/7 access to master's level staff clinicians for information, assessment, short-term problem resolution and referrals.
- Up to 3 face-to-face counseling sessions. Sessions are conducted by a network of qualified EAP consultants.
- Health Advocate offers HIPAA compliant video counseling sessions for those in rural communities, those with transportation concerns, or those that may prefer the use of technology to receive the service.
- Health Advocate provides access to a national network of over 60,000 licensed EAP affiliates. All EAP providers have a master's degree or higher with state licensure.

Work/Life Balance

You can also reach out to a specialist for help with balancing work and life issues. Just call and a Work/ Life Specialist can answer your questions and help you find resources in your community.

- Child care
- Elder care
- Legal questions
- Identity theft
- Financial services, debt management, credit report issues
- Even reducing your medical/dental bills!

CONTACTS

Medical plan

Cigna

Member services: 1-800-244-6224

Technical support: 800-853-2713 General website: <u>www.cigna.com</u> Enrolled in medical: <u>mycigna.com</u>

Telehealth

Amwell for Cigna: Initiate a consultation through mycigna.com

MDLIVE: 888-726-3171 or visit mdliveforcigna.com

Prescription services

Mail-order pharmacy: 800-835-3784 Website: <u>mycigna.com</u>

Wellness program

www.wesleyan.edu/hr/staff/wellness

Health savings account

HSA Bank

Customer service: 877-682-9563 Website: <u>mycigna.com</u>

Dental

Delta Dental

Customer service: 1-800-452-9310 Website: <u>www.deltadentalct.com</u>

Vision

EyeMed

Website: www.eyemed.com

Customer Service: 866-939-3633

Flexible Spending Accounts - MERA and Dependent Care

Group Dynamic, Inc. (GDI)

Customer service: 800-626-3539, Monday through Friday 8:00 AM - 5:00 PM ET.

Website: www.gdynamic.com/portal

Click on **participants** under the login menu at the top of the screen.

If you are a new user, follow the prompts to create your username and password.

Employee assistance program

UNUM

Website: www.unum.com/lifebalance

Toll-free 24/7 access: 1-800-854-1446 (multi-lingual)

Life/AD&D

UNUM

Customer service: 1-866-679-3054 Monday - Friday 8:00 AM - 8:00PM ET

Website: www.unum.com

Short- and long-term disability

UNUM

Customer service: 1-866-679-3054 Monday - Friday 8:00 AM -8:00PM ET Website: www.unum.com

Retirement

TIAA

Customer service: 1-800-842-2776

Website: www.tiaa.org

Fidelity

Customer service: 1-800-343-0860 Website: <u>www.fidelity.com</u>

IMPORTANT NOTICE FROM WESLEYAN UNIVERSITY ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Wesleyan University and about your options under Medicare's prescription drug coverage. This information can help you decide whether you want to join a Medicare drug plan. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

If neither you nor any of your covered dependents are eligible for or have Medicare, this notice does not apply to you or your dependents, as the case may be. However, you should still keep a copy of this notice in the event you or a dependent should gualify for coverage under Medicare in the future. Please note, however, that later notices might supersede this notice.

- 1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
- 2. Wesleyan University has determined that the prescription drug coverage offered by the Wesleyan University Employee Health Care Plan ("Plan") is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is considered "creditable" prescription drug coverage. This is important for the reasons described below.

Because your existing coverage is, on average, at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to enroll in a Medicare drug plan, as long as you later enroll within specific time periods.

Enrolling in Medicare—General Rules

As some background, you can join a Medicare drug plan when you first become eligible for Medicare. If you qualify for Medicare due to age, you may enroll in a Medicare drug plan during a seven-month initial enrollment period. That period begins three months prior to your 65th birthday, includes the month you turn 65, and continues for the ensuing three months. If you gualify for Medicare due to disability or end-stage renal disease, your initial Medicare Part D enrollment period depends on the date your disability or treatment began. For more information you should contact Medicare at the telephone number or web address listed below.

Late Enrollment and the Late Enrollment Penalty

If you decide to wait to enroll in a Medicare drug plan you may enroll later, during Medicare Part D's annual enrollment period, which runs each year from October 15 through December 7. But as a general rule, if you delay your enrollment in Medicare Part D, after first becoming eligible to enroll, you may have to pay a higher premium (a penalty).

If after your initial Medicare Part D enrollment period you go 63 continuous days or longer without "creditable" prescription drug coverage (that is, prescription drug coverage that's at least as good as Medicare's prescription drug coverage), your monthly Part D premium may go up by at least 1 percent of the premium you would have paid had you enrolled timely, for every month that you did not have creditable coverage.

For example, if after your Medicare Part D initial enrollment period you go 19 months without coverage, your premium may be at least 19% higher than the premium you otherwise would have paid. You may have to pay this higher premium for as long as you have Medicare prescription drug coverage. However, there are some important exceptions to the late enrollment penalty.

Special Enrollment Period Exceptions to the Late Enrollment Penalty

There are "special enrollment periods" that allow you to add Medicare Part D coverage months or even years after you first became eligible to do so, without a penalty. For example, if after your Medicare Part D initial enrollment period you lose or decide to leave employer-sponsored or union-sponsored health coverage that includes "creditable" prescription drug coverage, you will be eligible to join a Medicare drug plan at that time.

In addition, if you otherwise lose other creditable prescription drug coverage (such as under an individual policy) through no fault of your own, you will be able to join a Medicare drug plan, again without penalty. These special enrollment periods end two months after the month in which your other coverage ends. 23

Compare Coverage

You should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. See the Wesleyan University Plan's summary plan description for a summary of the Plan's prescription drug coverage. If you don't have a copy, you can get one by contacting us at the telephone number or address listed below.

Coordinating Other Coverage With Medicare Part D

Generally speaking, if you decide to join a Medicare drug plan while covered under the Wesleyan University Plan due to your employment (or someone else's employment, such as a spouse or parent), your coverage under the Wesleyan University Plan will not be affected. For most persons covered under the Plan, the Plan will pay prescription drug benefits first, and Medicare will determine its payments second. For more information about this issue of what program pays first and what program pays second, see the Plan's summary plan description or contact Medicare at the telephone number or web address listed below.

If you do decide to join a Medicare drug plan and drop your Wesleyan University prescription drug coverage, be aware that you and your dependents may not be able to get this coverage back. To regain coverage you would have to re-enroll in the Plan, pursuant to the Plan's eligibility and enrollment rules. You should review the Plan's summary plan description to determine if and when you are allowed to add coverage.

For More Information About This Notice or Your Current Prescription Drug Coverage...

Contact the person listed below for further information, or call 860-685-2100. **NOTE:** You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Wesleyan University changes. You also may request a copy.

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit <u>www.medicare.gov</u>.
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help,
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at <u>www.socialsecurity.gov</u>, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and whether or not you are required to pay a higher premium (a penalty).

Date: Name of Entity/Sender: Address: Phone Number: Email: October 15, 2019 Donna Brewer, Director of Employee Benefits Wesleyan University, 237 High Street, 4th Floor, Middletown, CT 06459 860-685-2100 <u>benefits@wesleyan.edu</u>

Nothing in this notice gives you or your dependents a right to coverage under the Plan. Your (or your dependents') right to coverage under the Plan is determined solely under the terms of the Plan.

WESLEYAN UNIVERSITY IMPORTANT NOTICE COMPREHENSIVE NOTICE OF PRIVACY POLICY AND PROCEDURES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice is provided to you on behalf of:

Wesleyan University Group Insurance Program

The Plan's Duty to Safeguard Your Protected Health Information

Individually identifiable information about your past, present, or future health or condition, the provision of health care to you, or payment for the health care is considered "Protected Health Information" ("PHI"). The Plan is required to extend certain protections to your PHI, and to give you this notice about its privacy practices that explains how, when, and why the Plan may use or disclose your PHI. Except in specified circumstances, the Plan may use or disclose only the minimum necessary PHI to accomplish the purpose of the use or disclosure.

The Plan is required to follow the privacy practices described in this notice, though it reserves the right to change those practices and the terms of this notice at any time. If it does so, and the change is material, you will receive a revised version of this Notice either by hand delivery, mail delivery to your last known address, or some other fashion. This notice, and any material revisions of it, will also be provided to you in writing upon your request (ask your Human Resources representative, or contact the Plan's Privacy Official, described below), and will be posted on any website maintained by Wesleyan University that describes benefits available to employees and dependents.

You may also receive one or more other privacy notices from insurance companies that provide benefits under the Plan. Those notices will describe how the insurance companies use and disclose PHI and your rights with respect to the PHI they maintain.

How the Plan May Use and Disclose Your Protected Health Information

The Plan uses and discloses PHI for a variety of reasons. For its routine uses and disclosures it does not require your authorization, but for other uses and disclosures, your authorization (or the authorization of your personal representative (e.g., a person who is your custodian, guardian, or has your power-of-attorney) may be required. The following offers more description and examples of the Plan's uses and disclosures of your PHI.

• Uses and Disclosures Relating to Treatment, Payment, or Health Care Operations.

- Treatment: Generally, and as you would expect, the Plan is permitted to disclose your PHI for purposes of your medical treatment. Thus, it may disclose your PHI to doctors, nurses, hospitals, emergency medical technicians, pharmacists, and other health care professionals where the disclosure is for your medical treatment. For example, if you are injured in an accident, and it's important for your treatment team to know your blood type, the Plan could disclose that PHI to the team in order to allow it to more effectively provide treatment to you.
- Payment: Of course, the Plan's most important function, as far as you are concerned, is that it *pays for* all or some of the medical care you receive (provided the care is covered by the Plan). In the course of its payment operations, the Plan receives a substantial amount of PHI about you. For example, doctors, hospitals, and pharmacies that provide you care send the Plan detailed information about the care they provided, so that they can be paid for their services. The Plan may also share your PHI with other plans in certain cases. For example, if you are covered by more than one health care plan (e.g., covered by this Plan and your spouse's plan or covered by the plans covering your father and mother), we may share your PHI with the other plans to coordinate payment of your claims.
- Health care Operations: The Plan may use and disclose your PHI in the course of its "health care operations." For example, it may use your PHI in evaluating the quality of services you received or disclose your PHI to an accountant or attorney for audit purposes. In some cases, the Plan may disclose your PHI to insurance companies for purposes of obtaining various insurance coverages. However, the Plan will not disclose, for underwriting purposes, PHI that is genetic information.
- Other Uses and Disclosures of Your PHI Not Requiring Authorization. The law provides that the Plan may use and disclose your PHI without authorization in the following circumstances:
 - To the Plan Sponsor: The Plan may disclose PHI to the employers (such as Wesleyan University) who sponsor or maintain the Plan for the benefit of employees and dependents. However, the PHI may only be used for limited purposes, and may not be used for purposes of employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the employers. PHI may be disclosed to: the human resources or employee benefits department for purposes of enrollments and disenrollments, census, claim resolutions, and other matters

related to Plan administration; payroll department for purposes of ensuring appropriate payroll deductions and other payments by covered persons for their coverage; information technology department, as needed for preparation of data compilations and reports related to Plan administration; finance department for purposes of reconciling appropriate payments of premium to and benefits from the Plan, and other matters related to Plan administration; internal legal counsel to assist with resolution of claim, coverage, and other disputes related to the Plan's provision of benefits.

- To the Plan's Service Providers: The Plan may disclose PHI to its service providers ("business associates") who perform claim payment and plan management services. The Plan requires a written contract that obligates the business associate to safeguard and limit the use of PHI.
- Required by Law: The Plan may disclose PHI when a law requires that it report information about suspected abuse, neglect, or domestic violence, or relating to suspected criminal activity, or in response to a court order. It must also disclose PHI to authorities that monitor compliance with these privacy requirements.
- For Public Health Activities: The Plan may disclose PHI when required to collect information about disease or injury, or to report vital statistics to the public health authority.
- For Health Oversight Activities: The Plan may disclose PHI to agencies or departments responsible for monitoring the health care system for such purposes as reporting or investigation of unusual incidents.
- **Relating to Decedents:** The Plan may disclose PHI relating to an individual's death to coroners, medical examiners, or funeral directors, and to organ procurement organizations relating to organ, eye, or tissue donations or transplants.
- For Research Purposes: In certain circumstances, and under strict supervision of a privacy board, the Plan may disclose PHI to assist medical and psychiatric research.
- **To Avert Threat to Health or Safety:** In order to avoid a serious threat to health or safety, the Plan may disclose PHI as necessary to law enforcement or other persons who can reasonably prevent or lessen the threat of harm.
- For Specific Government Functions: The Plan may disclose PHI of military personnel and veterans in certain situations, to correctional facilities in certain situations, to government programs relating to eligibility and enrollment, and for national security reasons.
- Uses and Disclosures Requiring Authorization: For uses and disclosures beyond treatment, payment, and operations purposes, and for reasons not included in one of the exceptions described above, the Plan is required to have your written authorization. For example, uses and disclosures of psychotherapy notes, uses and disclosures of PHI for marketing purposes, and disclosures that constitute a sale of PHI would require your authorization. Your authorization can be revoked at any time to stop future uses and disclosures, except to the extent that the Plan has already undertaken an action in reliance upon your authorization.
- Uses and Disclosures Requiring You to Have an Opportunity to Object: The Plan may share PHI with your family, friend, or other person involved in your care, or payment for your care. We may also share PHI with these people to notify them about your location, general condition, or death. However, the Plan may disclose your PHI only if it informs you about the disclosure in advance and you do not object (but if there is an emergency situation and you cannot be given your opportunity to object, disclosure may be made if it is consistent with any prior expressed wishes and disclosure is determined to be in your best interests; you must be informed and given an opportunity to object to further disclosure as soon as you are able to do so).

Your Rights Regarding Your Protected Health Information

You have the following rights relating to your protected health information:

- To Request Restrictions on Uses and Disclosures: You have the right to ask that the Plan limit how it uses or discloses your PHI. The Plan will consider your request, but is not legally bound to agree to the restriction. To the extent that it agrees to any restrictions on its use or disclosure of your PHI, it will put the agreement in writing and abide by it except in emergency situations. The Plan cannot agree to limit uses or disclosures that are required by law.
- To Choose How the Plan Contacts You: You have the right to ask that the Plan send you information at an alternative address or by an alternative means. To request confidential communications, you must make your request in writing to the Privacy Official. We will not ask you the reason for your request. Your request must specify how or where you wish to be contacted. The Plan must agree to your request as long as it is reasonably easy for it to accommodate the request.
- To Inspect and Copy Your PHI: Unless your access is restricted for clear and documented treatment reasons, you have a right to see your PHI in the possession of the Plan or its vendors if you put your request in writing. The Plan, or someone on
- 26 behalf of the Plan, will respond to your request, normally within 30 days. If your request is denied, you will receive written

reasons for the denial and an explanation of any right to have the denial reviewed. If you want copies of your PHI, a charge for copying may be imposed but may be waived, depending on your circumstances. You have a right to choose what portions of your information you want copied and to receive, upon request, prior information on the cost of copying.

- To Request Amendment of Your PHI: If you believe that there is a mistake or missing information in a record of your PHI held by the Plan or one of its vendors you may request in writing that the record be corrected or supplemented. The Plan or someone on its behalf will respond, normally within 60 days of receiving your request. The Plan may deny the request if it is determined that the PHI is: (i) correct and complete; (ii) not created by the Plan or its vendor and/or not part of the Plan's or vendor's records; or (iii) not permitted to be disclosed. Any denial will state the reasons for denial and explain your rights to have the request and denial, along with any statement in response that you provide, appended to your PHI. If the request for amendment is approved, the Plan or vendor, as the case may be, will change the PHI and so inform you, and tell others that need to know about the change in the PHI.
- To Find Out What Disclosures Have Been Made: You have a right to get a list of when, to whom, for what purpose, and what portion of your PHI has been released by the Plan and its vendors, other than instances of disclosure for which you gave authorization, or instances where the disclosure was made to you or your family. In addition, the disclosure list will not include disclosures for treatment, payment, or health care operations. The list also will not include any disclosures made for national security purposes, to law enforcement officials or correctional facilities, or before the date the federal privacy rules applied to the Plan. You will normally receive a response to your written request for such a list within 60 days after you make the request in writing. Your request can relate to disclosures going as far back as six years. There will be no charge for up to one such list each year. There may be a charge for more frequent requests.

How to Complain About the Plan's Privacy Practices

If you think the Plan or one of its vendors may have violated your privacy rights, or if you disagree with a decision made by the Plan or a vendor about access to your PHI, you may file a complaint with the person listed in the section immediately below. You also may file a written complaint with the Secretary of the U.S. Department of Health and Human Services. The law does not permit anyone to take retaliatory action against you if you make such complaints.

Notification of a Privacy Breach

Any individual whose unsecured PHI has been, or is reasonably believed to have been used, accessed, acquired or disclosed in an unauthorized manner will receive written notification from the Plan within 60 days of the discovery of the breach.

If the breach involves 500 or more residents of a state, the Plan will notify prominent media outlets in the state. The Plan will maintain a log of security breaches and will report this information to HHS on an annual basis. Immediate reporting from the Plan to HHS is required if a security breach involves 500 or more people.

Contact Person for Information, or to Submit a Complaint

If you have questions about this notice please contact the Plan's Privacy Official or Deputy Privacy Official(s) (see below). If you have any complaints about the Plan's privacy practices, handling of your PHI, *or breach notification process*, please contact the Privacy Official or an authorized Deputy Privacy Official.

Privacy Official

The Plan's Privacy Official, the person responsible for ensuring compliance with this notice, is:

Donna Brewer, Director of Employee Benefits

Wesleyan University, 237 High Street, 4th Floor, Middletown, CT 06459 / Telephone Number: 860-685-2100

The effective date of this notice is: January 1, 2020.

WESLEYAN UNIVERSITY EMPLOYEE HEALTH CARE PLAN NOTICE OF SPECIAL ENROLLMENT RIGHTS

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to later enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage).

Loss of eligibility includes but is not limited to:

- Loss of eligibility for coverage as a result of ceasing to meet the plan's eligibility requirements (e.g., divorce, cessation of dependent status, death of an employee, termination of employment, reduction in the number of hours of employment);
- Loss of HMO coverage because the person no longer resides or works in the HMO service area and no other coverage option is available through the HMO plan sponsor;
- Elimination of the coverage option a person was enrolled in, and another option is not offered in its place;
- Failing to return from an FMLA leave of absence; and
- Loss of eligibility under Medicaid or the Children's Health Insurance Program (CHIP).

Unless the event giving rise to your special enrollment right is a loss of eligibility under Medicaid or CHIP, you must request enrollment within *30 days* after your or your dependent's(s') other coverage ends (or after the employer that sponsors that coverage stops contributing toward the coverage).

If the event giving rise to your special enrollment right is a loss of coverage under Medicaid or CHIP, you may request enrollment under this plan within *60 days* of the date you or your dependent(s) lose such coverage under Medicaid or CHIP. Similarly, if you or your dependent(s) become eligible for a state-granted premium subsidy toward this plan, you may request enrollment under this plan within *60 days* after the date Medicaid or CHIP determine that you or the dependent(s) qualify for the subsidy.

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within *30 days* after the marriage, birth, adoption, or placement for adoption.

To request special enrollment or obtain more information, contact:

Donna Brewer, Director of Employee Benefits Wesleyan University, 237 High Street, 4th Floor, Middletown, CT 06459 / Telephone Number: 860-685-2100

* This notice is relevant for healthcare coverages subject to the HIPAA portability rules.

WOMEN'S HEALTH AND CANCER RIGHTS NOTICE

Wesleyan University Employee Health Care Plan is required by law to provide you with the following notice:

The Women's Health and Cancer Rights Act of 1998 ("WHCRA") provides certain protections for individuals receiving mastectomy-related benefits. Coverage will be provided in a manner determined in consultation with the attending physician and the patient for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedemas.

The Wesleyan University Employee Health Care Plan provide(s) medical coverage for mastectomies and the related procedures listed above, subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Therefore, the following deductibles and coinsurance apply:

Cigna HDHP / 1,500 Plan	In-Network	Out-of-Network
Individual Deductible	\$1,500	\$1,500
Family Deductible	\$3,000	\$3,000
Coinsurance	100%	80%
Cigna OAP / 500 Plan	In-Network	Out-of-Network
Individual Deductible	\$500	\$750
Family Deductible	\$1,000	\$1,500
Coinsurance	100%	70%
OAP / 500 IN Plan	In-Network	Out-of-Network
Individual Deductible	\$500	Not Covered
Family Deductible	\$1,000	Not Covered
Coinsurance	100%	Not Covered

If you would like more information on WHCRA benefits, please refer to your Summary Plan Description or contact your Plan Administrator at 860-685-2100.

GENERAL COBRA NOTICE

Re: CONTINUATION COVERAGE RIGHTS UNDER COBRA

You are receiving this Notice of COBRA healthcare coverage continuation rights because you have recently become covered under one or more group health plans. The plan (or plans) under which you have gained coverage are listed at the end of this Form, and are referred to collectively as "the plan" except where otherwise indicated.

This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of healthcare coverage under the plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and/or to other members of your family who are covered under the plan when you and/or they would otherwise lose the group health coverage. This notice gives only a summary of your COBRA continuation coverage rights. *This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.* For more information about your rights and obligations under the plan and under federal law, you should either review the plan's Summary Plan Description or contact the Plan Administrator. In some cases the plan document also serves as the Summary Plan Description.

Note you may have other options available to you when you lose group health coverage. When you become eligible for COBRA, you may also become eligible for other coverage options not provided by your employer that may cost less than COBRA continuation coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

COBRA Continuation Coverage and "Qualifying Events"

COBRA continuation coverage is a continuation of plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and eligible children of employees may be qualified beneficiaries. Certain newborns, newly-adopted children and alternate recipients under qualified medical child support orders may also be qualified beneficiaries. This is discussed in more detail in separate paragraphs below. Under the plan, qualified beneficiaries who elect COBRA continuation coverage generally must pay for this continuation coverage.

If you are a covered *employee*, you will become a qualified beneficiary if you lose your coverage under the plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the *spouse of a covered employee*, you will become a qualified beneficiary if you lose your coverage under the plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes enrolled in any part of Medicare (it is extremely rare for coverage of an employee's dependents to be terminated on account of the employee's Medicare enrollment); or
- You become divorced or legally separated from your spouse. Note that if your spouse cancels your coverage in anticipation of a divorce or legal separation and a divorce or legal separation later occurs, then the divorce or legal separation will be considered a qualifying event even though you actually lost coverage earlier. *If you notify the Plan Administrator or its designee within 60 days after the divorce or legal separation and can establish that the employee canceled the coverage earlier in anticipation of the divorce or legal separation, then COBRA coverage may be available for a period after the divorce or legal separation (but not for the period between the date your coverage 3@nded, and the date of divorce or legal separation).* But you *must* provide timely notice of the divorce or legal separation

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to the Plan Administrator or its designee or you will not be able to obtain COBRA coverage after the divorce or legal separation. See the rules in the box below, under the heading entitled, *"Notice Requirements,"* regarding the obligation to provide notice, and the procedures for doing so.

Your covered *eligible children* will become qualified beneficiaries if they lose coverage under the plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes enrolled in any part of Medicare (it is extremely rare for coverage of an employee's dependents to be terminated on account of the employee's Medicare enrollment);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as an "eligible child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Wesleyan University, and that bankruptcy results in the loss of coverage of any retired employee covered under the plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and eligible children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the plan.

Notice Requirements

The plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator or its designee has been *timely notified* that a qualifying event has occurred. When the qualifying event is:

- the end of employment or reduction of hours of employment,
- death of the employee,
- commencement of a proceeding in bankruptcy with respect to the employer,; or

the employer (if the employer is not the Plan Administrator) must notify the Plan Administrator of the qualifying event within 30 days following the date coverage ends.

IMPORTANT:

For the other qualifying events (divorce or legal separation of the employee and spouse or an eligible child's losing eligibility for coverage as an eligible child), you or someone on your behalf must notify the Plan Administrator or its designee <u>in writing</u> within 60 days after the qualifying event occurs, using the procedures specified below. If these procedures are not followed or if the notice is not provided <u>in writing</u> to the Plan Administrator or its designee during the 60-day notice period, any spouse or eligible child who loses coverage will not be offered the option to elect continuation coverage.

NOTICE PROCEDURES:

Any notice that you provide must be *in writing*. Oral notice, including notice by telephone, is not acceptable. You must mail, fax or hand-deliver your notice to the person, department, or firm listed below, at the following address:

Donna Brewer Director of Employee Benefits 860-685-2100 237 High Street, 4th Floor Middletown, CT 06459

If mailed, your notice must be postmarked no later than the last day of the required notice period. Any notice you provide must state:

- the name of the plan or plans under which you lost or are losing coverage,
- the name and address of the employee covered under the plan,
- the name(s) and address(es) of the qualified beneficiary(ies), and

the qualifying event and the date it happened.

If the qualifying event is a *divorce or legal separation*, your notice must include *a copy of the divorce decree or the legal separation agreement*.

There are other notice requirements in other contexts. See, for example, the discussion below under the heading entitled, *"Duration of COBRA Coverage."* That explanation describes other situations where notice from you or the qualified beneficiary is required in order to gain the right to COBRA coverage.

Once the Plan Administrator or its designee receives <u>timely notice</u> that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage for their spouses, and parents may elect COBRA continuation coverage on behalf of their children. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin based on your termination date. If your benefits terminate by the 15th of the month, COBRA continuation coverage will begin on the 16th of that month. If your benefits terminate after the 15th of the month, COBRA continuation coverage will begin on the first of the month following your termination date. *If you or your spouse or eligible children do not elect continuation coverage within the 60-day election period described above, you will lose your right to elect continuation coverage.*

Duration of COBRA Coverage

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in any part of Medicare, your divorce or legal separation, or an eligible child losing eligibility as an eligible child, COBRA continuation coverage lasts for up to *36 months*.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to *18 months*.

There are *three ways* in which the period of COBRA continuation coverage can be extended...

1. Disability extension of 18-month period of continuation coverage.

If you or anyone in your family covered under the plan is determined by the Social Security Administration to be disabled as of the date of the qualifying event or at any time during the first 60 days of COBRA continuation coverage *and you notify the Plan Administrator or its designee in writing and in a timely fashion*, you and your entire family can receive up to *an additional 11 months* of COBRA continuation coverage, for a total maximum of *29 months*.

You must make sure that the Plan Administrator or its designee is notified <u>in writing</u> of the Social Security Administration's determination within <u>60 days</u> after (i) of the date of the determination or (ii) the date of the qualifying event or (iii) the date coverage is lost due to the qualifying event, whichever occurs last. But in any event the notice must be provided before the end of the 18-month period of COBRA continuation coverage. The plan requires you to follow the procedures specified in the box above, under the heading entitled *"Notice Procedures."* In addition, your notice must include

- the name of the disabled qualified beneficiary,
- ✤ the date that the qualified beneficiary became disabled, and
- the date that the Social Security Administration made its determination.

Your notice must also include a copy of the Social Security Administration's determination. *If these procedures are not followed or if the notice is not provided in writing to the Plan Administrator or its designee within the required period, then there will be no disability extension of COBRA continuation coverage.*

2. Second qualifying event extension of 18-month period of continuation coverage.

If your family experiences **another qualifying event** while receiving COBRA continuation coverage, the spouse and eligible children in your family can get additional months of COBRA continuation coverage, up to a maximum of **36 months (including the initial period of COBRA coverage)**.

This extension is available to *the spouse* and *eligible children* if, while they and the covered former employee are purchasing COBRA coverage, the former employee:

dies,

✤ enrolls in any part of Medicare

gets divorced or legally separated.

The extension is also available to an *eligible child* when that child stops being eligible under the plan as an eligible child.

In all of these cases, you must make sure that the Plan Administrator or its designee is notified <u>in writing</u> of the second qualifying event within <u>60 days</u> after (i) the date of the second qualifying event or (ii) the date coverage is lost, whichever occurs last. The plan requires you to follow the procedures specified in the box above, under the heading entitled "Notice Procedures."Your notice must also name the second qualifying event and the date it happened. If the second qualifying event is a divorce or legal separation, your notice must include a copy of the divorce decree or legal separation agreement.

If these procedures are not followed or if the notice is not provided <u>in writing</u> to the Plan Administrator or its designee within the required <u>60-day</u> period, then there will be no extension of COBRA continuation coverage due to the second qualifying event.

3. Medicare Extension for Spouse and Eligible Children.

If a qualifying event that is a termination of employment or reduction of hours occurs within 18 months after the covered employee becomes entitled to any part of Medicare, then the maximum coverage period for the spouse and eligible children is *36 months* from the date the employee became entitled to Medicare (but the covered employee's maximum coverage period will be 18 months).

Shorter Maximum Coverage Period for Health Flexible Spending Accounts

The maximum COBRA coverage period for a health flexible spending arrangement (health "FSA") maintained by the employer ends on the last day of the cafeteria or flexible benefits plan "plan year" in which the qualifying event occurred. In addition, if at the time of the qualifying event the employee has withdrawn (during the plan year) more from the FSA than the employee has had credited to the FSA, no COBRA right is available at all.

OTHER RULES AND REQUIREMENTS

Same Rights as Active Employees to Add New Dependents. A qualified beneficiary generally has the same rights as similarly situated active employees to add or drop dependents, make enrollment changes during open enrollment, etc. Contact the Plan Administrator for more information. See also the paragraph below titled, *"Children Born or Placed for Adoption with the Covered Employee During COBRA Period,"* for information about how certain children acquired by a covered employee purchasing COBRA coverage may actually be treated as qualified beneficiaries themselves. *Be sure to promptly notify the Plan Administrator or its designee if you need to make a change to your COBRA coverage. The Plan Administrator or its designee in writing within 30 days of the date you wish to make such a change (adding or dropping dependents, for example).* See the rules in the box above, under the heading entitled, *"Notice Procedures,"* for an explanation regarding how your notice should be made.

Children Born to or Placed for Adoption with the Covered Employee During COBRA Period. A child born to, adopted by, or placed for adoption with a covered employee or former employee during a period of continuation coverage is considered to be a qualified beneficiary provided that, if the covered employee or former employee is a qualified beneficiary, the employee has elected COBRA continuation coverage for himself or herself. The child's COBRA coverage begins when the child is enrolled in the plan, whether through special enrollment or open enrollment, and it lasts for as long as COBRA coverage lasts for other family members of the employee. To be enrolled in the plan, the child must satisfy the otherwise applicable plan eligibility requirements (for example, age requirements). *Be sure to promptly notify the Plan Administrator or its designee if you need to make a change to your COBRA coverage. The Plan Administrator or its designee must be notified <u>in writing</u> within 30 days of the date you wish to make such a change. See the rules in the box above, under the heading entitled, <i>"Notice Procedures,"* for an explanation regarding how your notice should be made.

Alternate Recipients Under Qualified Medical Child Support Orders. A child of the covered employee or former employee who is receiving benefits under the plan pursuant to a Qualified Medical Child Support Order (QMCSO) received by the Plan Administrator during the employee's period of employment with the employer is entitled the same rights under COBRA as an eligible child of the covered employee, regardless of whether that child would otherwise be considered a dependent. Be sure to promptly notify the Plan Administrator or its designee if you need to make a change to your COBRA coverage. The Plan Administrator or its designee if you need to make a change to your COBRA coverage. See the rules in the box above, under the heading entitled, "Notice Procedures," for an explanation regarding how your notice should be made.

Are there other coverage options besides COBRA Continuation Coverage?

Yes, other coverage options not sponsored by your employer may be available. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If You Have Questions

Questions concerning your plan or your COBRA continuation rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability or Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's Web site at <u>www.dol.gov/ebsa.</u>"

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator or its designee informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator or its designee.

Plan Contact Information

Donna Brewer, Director of Employee Benefits Wesleyan University, 237 High Street, 4th Floor, Middletown, CT 06459 / Telephone Number 860-685-2100

NOTICE FOR EMPLOYER-SPONSORED WELLNESS PROGRAMS

The Wesleyan University Wellness Program is a voluntary wellness program available to Benefit eligible faculty, staff, spouses and domestic partners. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990 (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Health Insurance Portability and Accountability Act, as applicable, among others.

Details about the wellness program, including criteria and incentives, can be found in the Benefits Guide.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Donna Brewer at 860-685-2100 or benefits@wesleyan.edu.

The information from the Biometric Screening and the Health Risk Assessment will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as education or coaching. You also are encouraged to share your results or concerns with your healthcare provider.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Wesleyan University may use aggregate information it collects to design a program based on identified health risks in the workplace, the wellness program will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Donna Brewer at 860-685-2100 or <u>benefits@wesleyan.edu</u>.



Benefit Disclaimer

Benefit summaries are provided for the convenience of Wesleyan University employees. Employees are directed to read the relevant benefit plan documents. In the event of a conflict between the terms of a summary and the terms of the actual plan document, the terms of the plan document will control. Except where prohibited by collective bargaining or other agreement, Wesleyan University reserves the right to alter, modify or suspend any benefit at any time. While Wesleyan University selects its benefit providers after thoughtful review, it disclaims responsibility for the ultimate performance of such providers.