

# Benefit Highlights

## Open Enrollment Dates:

October 26, 2023 – November 3, 2023

All Elections/Change Forms must be completed and received in the Human Resources Office no later than 5:00 p.m. on November 3, 2023

### Employee Zoom Meetings will be held as follows:

Tuesday, October 24, 2023—11:00 a.m. Zoom Meeting

Wednesday, October 25, 2023 - 3:00 p.m. Zoom Meeting

There will be a representative from Chard-Snyder and Lincoln Financial (Group and Voluntary Life) on the Zoom calls.

Both Meetings will contain the same information.

## Open Enrollment on Employee Portal

[www.aep.asbury.edu](http://www.aep.asbury.edu)

Open Enrollment information can be found under resources on the AEP website, for information on benefits. The website includes instructions for Flexible Spending Online Enrollment as well as information on making changes to insurance plans, along with necessary forms.

Individual (may include your spouse) appointments may be scheduled with HR to discuss benefits. Please e-mail [austen.mcmahan@asbury.edu](mailto:austen.mcmahan@asbury.edu) to schedule a time.



## Flexible Spending Accounts - Online Enrollment

### Reminders for 2024

- The minimum enrollment amount is \$100.
- If you intend to carryover money in the flexible spending account to next year (2024) you'll be required to enroll in the flexible spending account with a new election amount for 2024 (minimum \$100.00).
- \$3,000 Maximum Annual Election Amount for Healthcare Spending Account. \$5,000 Maximum Annual Election Amount for Dependent Care Account.
- Must enroll online in order to participate for 2024, even if you participated in 2023.
- Online enrollment instructions were sent via email and will be available on the employee portal.
- Employee ID #'s are needed for online enrollment. We don't utilize social security numbers. Your employee id# can be found below your picture on the employee portal at [www.aep.asbury.edu](http://www.aep.asbury.edu).
- Add zeros in front of your Employee ID# to make it a nine (9) digit #.
- ☐ Eligible health insurance premiums will automatically be taken out pre-tax. If you do not wish to have your premiums taken out pre-tax you will need to sign a waiver form even if you have previously signed one.

NOTE: If you are anticipating a possible mid-year employment transition (i.e. retirement, resignation), please contact Human Resources to discuss the impact on your participation in the Flexible Spending Account.

# Medical Benefits

2024



**GOOD NEWS - NO RATE INCREASE FOR 2024!**

Health Insurance Rates (monthly) for 2024	Core—Full-Time	Buy Up -Full-Time
	Single	
<b>Total Cost</b>	<b>\$617.76</b>	<b>\$722.94</b>
<b>Asbury Pays</b>	<b>\$584.18</b>	<b>\$584.18</b>
<b>Employee Pays</b>	<b>\$33.58</b>	<b>\$138.76</b>
	Family	
<b>Total Cost</b>	<b>\$1799.85</b>	<b>\$2294.65</b>
<b>Asbury Pays</b>	<b>\$1419.91</b>	<b>\$1419.91</b>
<b>Employee Pays</b>	<b>\$379.94</b>	<b>\$874.74</b>

## REMINDERS

**Effective January 1, 2020**, if your spouse is eligible for other “qualified” medical coverage as an active employee or as a retiree through his or her employer or former employer, then he or she will not be eligible for medical coverage under an Asbury University medical plan. For this purpose, “qualified” medical coverage means a group health plan that pays, on average, at least 60% of the total cost toward essential health benefits received in-network, including physician and inpatient hospital services. All employees enrolled on the health insurance plan are required to complete the spousal eligibility for medical coverage affidavit in order to be covered under Asbury University’s health insurance plan. The waiver form will be sent to your Asbury e-mail from Adobe Sign. The form will need to be completed, signed, and received in the Human Resources Office by no later than 5:00 p.m. on Friday, November 3, 2023.

Flu Shot Reminder—Flu shots administered at a pharmacy have a \$10.00 co-pay. Flu shots administered in a doctor’s office have a \$30.00 co-pay.

**One eye exam** is covered per calendar year per employee/family member who is covered under the health insurance plan. This exam is covered with a \$30.00 co-pay which includes the refraction.

**LIVE HEALTH ONLINE— 24/7 doctor available -can be used for common health concerns like colds, flu, fevers, rashes, allergies, and more - \$20 co-pay versus \$30 office co-pay– [www.livehealthonline.com](http://www.livehealthonline.com)**

**Anthem Life Insurance** -There is an added benefit to those who are enrolled in the health insurance plan. Employees who are enrolled in the health insurance plan will receive \$15,000 in life and accidental death insurance coverage. For beneficiary designation, we will be utilizing the group life beneficiary designation form that we have on file. If you wish to change your beneficiary please visit the open enrollment website to access the beneficiary form on the life insurance page.

**The health insurance summary plan document may be found through the health insurance open enrollment link on the portal.**

## ASBURY UNIVERSITY “GRANDFATHERED” HEALTH INSURANCE PLANS

*Asbury University believes that its Health Insurance Plans are “grandfathered health plans” under the Patient Protection and Affordable Act [the Affordable Care Act]. As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that your health insurance plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.*

*Questions regarding which protections apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered health plan status can be directed to the plan administrator, Director of Human Resources, at ext. 2357. You may also contact the Employee Benefits Security Administration, U.S. Department of Labor at 1-866-444-3272 or [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform). This website has a table summarizing which protections do and do not apply to grandfathered health plans.*

## Dental Benefits

Did you know that staying healthy includes obtaining quality dental care for you and your family. Asbury University Dental plans are provided through Delta Dental, which includes an extensive network of providers and offers flexibility based upon where you choose to access care. Just a reminder that children can be covered until age 24. You may visit Delta Dental's website at [www.deltadentalky.com](http://www.deltadentalky.com) or call 1-800-955-2030 to locate a Provider. Please visit the dental insurance open enrollment web page for more information on both plans.



## 2024 Dental Rates - No Changes

The Annual Maximum limit is  
**\$1,250.**

2 free cleanings per year per covered member.

Plan Type	Premier	PPO
Employee	\$35.34	\$28.83
Employee + 1	\$66.41	\$53.45
Employee + Family	\$108.87	\$87.31

## Lincoln Financial - Group and Voluntary Life and AD&D Insurance

### Reminder:

**New This Year** -Voluntary Life Insurance Participants—if your 2024 birthday makes your age end in a “0” or “5”(i.e 30, 35, 40), your monthly premium will increase effective 1/1/2025.

### Dependents:

In order to maintain dependent voluntary life insurance coverage, your dependent must be under age 26. If you currently have dependent coverage and your dependent no longer qualifies please notify Human Resources so that the proper paperwork can be completed and your monthly deduction changed.

### At Age 70:

Group and Voluntary life insurance benefits are reduced by 35% for employees who reach age 70 and are reduced by another 15% at age 75.

TIAA - Retirement Plan Information - Just a reminder that earlier this year we provided you information via e-mail from Ruth Dimmett, TIAA Representative, that TIAA is now utilizing a link to schedule virtual appointments throughout the year.

Please visit (<https://www.tiaa.org/public/support/contact-tiaa/consultations-seminars>) to access the calendar for 1:1 meetings virtually. You will be able to view any available virtual meetings. Ruth's calendar will show 45 days of availability. This link also connects you to access to Educational Group Seminars and Webinars that TIAA offers.

### *Birthday – Drip Coffee*

*The HICCUP is providing Free Drip Coffee for all Asbury University employees on their birthdays courtesy of the Human Resources Department. An Asbury University Employee ID must be presented at the counter. Please see the IT Service Desk to obtain a current ID if you do not have one. The HICCUP will have an employee list with birth month and day at the counter to verify. If you would like to choose another drink rather than the drip coffee you will receive \$1.00 off.*

*\*Free Cup of Coffee or \$1.00 off must be obtained as close to birthday as possible.\**





Please see below for reminders regarding policies and deadlines for tuition waivers.

### **AU -Tuition Waiver Reminders**

- Tuition Waiver forms must be requested, completed, and processed by the end of drop/add. Waiver forms are sent electronically through Adobe Echo Sign. The Human Resources Office does not post waiver to a student's account.
- All students (staff/faculty or dependents) receive a bill from the Student Accounts Office on a monthly basis as well as a Financial Aid Offer from the Financial Aid Office. It's important to review the student account portal each month as there may be additional charges that require payment such as private lessons, lab fees, library fines, parking fines, etc. If tuition waiver is not posted on the bill or financial aid offer, it is the employee's responsibility to research and find out why the waiver is not posted.
- Waivers for **employees** must be completed **each term** that an employee is enrolled. Employees are eligible for 2 classes per academic year, one class per term. Employees will need to have supervisor approval for taking a class. Regular processes for admittance will need to be followed.
- Waivers for dependents are completed once a year before the beginning of the fall semester. If a child no longer qualifies as an IRS dependent they are no longer eligible for tuition waiver. It is the employee's responsibility to notify Human Resources if a child's status has changed (ex. Marriage) and is no longer considered an IRS dependent.
- A enrollment deposit is required for newly enrolled students. Students must formally be admitted to Asbury University by the Admissions Office. Access to tuition waiver does not guarantee admittance to Asbury University.

### **TWEP – Tuition Waiver Exchange Program**

The Provost's Office handles all information regarding the CCCU tuition waiver exchange program.

### **ATS – Tuition Waiver Reminders**

- Waivers for employees and dependents must be completed before the end of drop/add each term that an employee/dependent is enrolled. Waivers must be completed prior to the end of the Seminary's drop/add period. Please check with the Seminary for drop/add dates. Once a request for waiver has been received by Asbury University's HR office, the HR office will notify the Seminary to send the waiver form electronically.
- Employees are eligible to take 2 classes per academic year, one class per term.
- All students (staff/faculty or dependents) receive a bill from the Seminary Student Accounts Office as well as a Financial Aid Offer from the Seminary Financial Aid Office. If you have completed a waiver form, please review the bill and financial aid offer to verify if tuition waiver has been applied. If waiver is not posted, it is the employee's responsibility to research and find out why the waiver is not posted. Please keep in mind that we don't post waiver to a student's account at the Seminary. If you have completed the waiver form and it is not reflected on your account, **please contact the Seminary's Financial Aid Office directly.**
- Employees will need to have supervisor approval for taking a class. Regular processes for admittance will need to be followed.  
It is our understanding that, based on current tax law, tuition waiver at Asbury Seminary is not taxable for the employee (up to \$5,250). Graduate tuition waiver for spouses and dependents is considered taxable income. The waiver amount will be added to the employee's w-2. Taxes are assessed each term and the amount due is sent to the employee by the Controller's Office. Taxes must be paid in the term that they are assessed. Please contact the Payroll Office for additional information regarding taxes.

# Paid Holidays for Full-Time Employees

Holiday	2023	2024
New Year's Day	Sunday, January 1, 2023 will be observed on Monday, January 2, 2023	Monday, January 1, 2024
Martin Luther King Day	Monday, January 16, 2023	Monday, January 15, 2024
Good Friday	Friday, April 7, 2023	Friday, March 29, 2024
Memorial Day	Monday, May 29, 2023	Monday, May 27, 2024
Independence Day	Tuesday, July 4, 2023	Thursday, July 4, 2024
Labor Day	Monday, September 4, 2023	Monday, September 2, 2024
Thanksgiving	Wednesday, November 22, 2023 (close at noon), closed Thursday, November 23, 2023, and Friday, November 24, 2023	Wednesday, November 27, 2024 (close at noon), closed Thursday, November 28, 2024 and Friday, November 29, 2024
Christmas	Observed Monday, December 25, 2023 through January 1, 2024. Return to work on January 2, 2024.	Observed Monday, December 23, 2024 through January 1, 2025. Return to work on January 2, 2025.
Holiday Closure Dates are Subject to Change.		

## Address Change -Name Change Marriage-Beneficiary Change-Dependent Change

- *Forms to change beneficiaries for group, voluntary, and travel insurance are available on the open enrollment website which may be accessed through the AEP at [aep.asbury.edu](http://aep.asbury.edu). Changes to beneficiaries related to the retirement plan must be done by logging on to TIAA's website at [www.tiaa.org](http://www.tiaa.org).*
- *If you have had a marriage/dependent change you may want to review your federal and state tax withholdings. Tax withholding forms are always available on the HR website under forms and will also be available on the Open Enrollment website. Tax forms should be sent directly to the Payroll Office.*
- *Please note: If you need to add a dependent due to birth or adoption to your insurance plans you must do so within 31 days of the birth or official adoption date. Dependents who got married and/or who no longer qualify as your IRS dependent are no longer eligible for tuition waiver.*

### Employee Discounts

Employees receive discounts of varying amounts both on campus and off campus. Some of the locations that we are aware of are listed below. Most vendors require an employee ID in order to receive discounts.

On Campus: Eagle Outlet and Dining Hall

Off Campus: Firehouse Subs (Monday and Tuesday), 4 Points Heating and Cooling, Lexington, KY, 859-300-4030 (15% on parts and labor), HRS Automotive in Wilmore-10% off labor, Tire Discounters in Nicholasville, KY.

If you are aware of other locations that give discounts to Asbury University Employees please let HR know so that we can pass the information on.

**This benefits overview is intended for summary purposes only. It is not to be relied upon for the determination of any policy benefits, limitations, or exclusions. The master insurance policies issued by the respective carriers will be relied upon exclusively to determine all benefits.**