2019 Employee Benefits
Because of You, We Are BU.
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Your To Do List

The following checklist will walk you through all steps required to enroll in your benefits for the plan year 2019. The Open Enrollment Period begins October 22, 2018 to November 02, 2018.

**PREPARE**

**Educate Yourself to Make the Best Decision**

- Review your health care costs from last year and estimate your personal and family health care needs for this year.
- Learn your 2019 benefit options:
  1. Read this Benefit Guide.
  2. Attend one of Butler University’s Open Enrollment Forums scheduled in October, 2018. (See the schedule listed on page 8.)
- Make the following decisions:
  1. Who will you cover this year?
  2. Who do you need to remove from coverage because they are no longer eligible due to age or change of status?
  3. What plans will you elect?
  4. Will you contribute to a Health Savings Account (HSA); if so how much?
  5. Will you contribute to a Flex Spending Account (FSA); if so how much?
  6. Will you make changes to your retirement contribution?
  7. Will you change your beneficiaries?

**ENROLL**

**Enroll in Your Benefits**

**Current Employees:** Complete online at My.Butler.edu during Open Enrollment: October 22 – November 2, 2018.

**New Hires:** Complete any time during your first 31 days of employment. (If hired before 1-1-19, use paper applications.)

- Make sure you have your (and your qualified dependents’) birthdate(s), address(es) and social security number(s) on hand.
- Go to My.Butler.edu to get started, and click on PeopleSoft HR/Payroll, then Benefits.
- Review your existing coverage and/or select new coverage.
- Confirm your personal and qualified dependents’ info.
- Complete all enrollment elections and/or additional setup steps:
  1. Provide dependent eligibility documentation to HR before the end of the open enrollment period.
  2. Setup your HSA with HSA Authority.
  3. Complete FSA enrollment.
- The online enrollment system will deliver an email to your Butler email address when you submit your enrollment elections. Please review and save a copy of the Benefits Confirmation Statement which is attached in the message. Please contact askHR@butler.edu within the Open Enrollment period if you find errors or have questions.

**LAUNCH**

**Remember these Last Steps AFTER Enrollment is Complete**

- You can make changes to your elections only during your enrollment period. Make sure you have chosen appropriately as you will not be able to make changes until next year’s Open Enrollment OR unless you experience a qualifying event (see the Making Changes section in this guide).
- On or before January 1st, look for new insurance cards in the mail.
- Once the plan year begins, review your paycheck. If you notice errors in your payroll deductions, notify askHR@butler.edu IMMEDIATELY!
- **IMPORTANT!** Provide your new insurance card(s) to your health care providers after the start of the plan year.
- This is the best time of year to review and update your beneficiaries for life insurance and TIAA. Contact askHR@butler.edu to make life insurance beneficiary changes, or login to www.tiaa.org/butler to update your retirement plan beneficiaries.
At Butler University, we work hard to offer you a competitive and comprehensive benefits package as part of your total rewards. Our hope is that these benefits will help you and your family fully realize your health, finance and work-life balance goals.

See below for a quick glance at your benefit options. Pre-tax benefits are not subject to Social Security withholding, federal, most state and local income taxes. This helps save you money!

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Carrier</th>
<th>Company Contribution</th>
<th>Tax Treatment of Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/Prescription Coverage</td>
<td>NEW! Apta Health</td>
<td>You &amp; Butler share the cost</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Dental Coverage</td>
<td>Delta Dental</td>
<td>You &amp; Butler share the cost</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Vision Coverage</td>
<td>NEW! EyeMed</td>
<td>Butler pays 0%</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Basic Term Life and AD&amp;D</td>
<td>One America</td>
<td>Butler pays 100%</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>One America</td>
<td>Butler pays 100%</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>One America</td>
<td>Butler pays 100%</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Optional Life Insurance and AD&amp;D</td>
<td>One America</td>
<td>Butler pays 0%</td>
<td>Post-Tax</td>
</tr>
<tr>
<td>Medical Flexible Spending Account</td>
<td>Discovery Benefits</td>
<td>Butler pays 0%</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Dependent Care Flexible Spending Account</td>
<td>Discovery Benefits</td>
<td>Butler pays 0%</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Health Spending Account</td>
<td>HSA Authority</td>
<td>Butler contributes $750 for individuals or $1,500 for Employee/SP/CH/FAM annually</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>ComPsych</td>
<td>Butler pays 100%</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Retirement Plan</td>
<td>TIAA</td>
<td>You are responsible for contributing. Butler will provide an employer match for eligible employees.</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Tuition Remission</td>
<td>Butler University</td>
<td>Butler provides 100% tuition remission to eligible employees, dependents &amp; spouses attending Butler University.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Tuition Exchange</td>
<td>Butler University</td>
<td>Butler participates in a tuition exchange program with many private colleges/universities across the country.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Healthy Horizons Wellness Initiative</td>
<td>Butler University</td>
<td>Butler pays up to $250 for eligible employees &amp; spouses upon completing a wellness assessment &amp; wellness coaching.</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>HRC</td>
<td>Butler University</td>
<td>Butler pays a $25 incentive for completing a fitness assessment and a discounted membership at HRC.</td>
<td>Pre-Tax</td>
</tr>
<tr>
<td>Long-Term Care</td>
<td>Genworth Life</td>
<td>Butler pays 0%</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
For most benefits, your coverage will end on the day in which:
- Your regular work schedule is reduced to under 30 hours per week;
- Your employment with Butler University ends due to resignation, termination, or death; or
- You stop paying your premiums.

For your dependent(s), coverage ends:
- When your coverage ends or
- The last day of the plan year in which a dependent turns 26
- For Life Insurance - The last day of the plan year in which a dependent turns 25

Please note the following changes to our benefits package beginning January 01, 2019:
- Moving from Anthem to Apta Health
- One Customer Service number for all your Medical Needs
- Lower Physician Office copays on the PPO plans
- Moving from Anthem Blue View Vision to EyeMed
- Primary Care Physician Recommended
- Referral for Specialist Services recommended in order to receive discounted copay
- Pre-Certifications Required
- Moving from ExpressScripts to MagellanRx
## Who is Eligible

Before you decide what plans you want to elect, it helps to know who qualifies to receive our benefits. First, let’s look at some definitions of who is eligible for what.

<table>
<thead>
<tr>
<th>Definitions</th>
<th>Employee (EE)</th>
<th>Spouse (SP)</th>
<th>Child(ren) (CH)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
<tr>
<td><strong>Rx</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
<tr>
<td><strong>Vision</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
<tr>
<td><strong>Life</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
<tr>
<td><strong>Disability</strong></td>
<td>🎁</td>
<td>🎁</td>
<td>🎁</td>
</tr>
</tbody>
</table>

**Employee (EE)**
As an employee of Butler University, you can enroll in our employee benefits if:
- You are a regular full-time employee and/or
- You are regularly scheduled to work 30 hours a week or more.
- If you are a 9, 10, or 12-month employee, you may be eligible for some of the benefits. Please refer to the staff handbook for details.

**Spouse (SP)**
Spouses eligible to enroll include:
- Legal Spouse (either opposite-sex or same-sex, legally married in one of the 50 states, the District of Columbia, a US territory or a foreign country)

**Child(ren) (CH)**
Dependent Children are eligible to enroll if they are under age 26** and are one of the following (for you and/or your Spouse):
- Biological child
- Adopted or placed for adoption
- Step-children
- Under legal guardianship
- Any of the above at ANY age who is legally dependent on you due to a physical or mental disability

* Spouse life eligibility for benefits ends at age 70
**Dependents are eligible for Life Insurance until the age 25

![Image](image.png)

That’s a-ok! Just be aware that his or her employer may have one of the following tied to their plan:

1. A restriction or extra charge if you’re able to get coverage elsewhere. We offer you qualified coverage, so you might be excluded or charged extra.
2. Ineligibility of spouses (if applicable).
Now that you know who in your family is eligible, it’s time to determine what tier (or level) you will elect. Your options are below:

**EE Only**
Erect this if you wish to cover only yourself.

**EE + SP**
This tier covers you and your spouse.

**EE + CH**
This tier covers you and your dependent child(ren).
No spousal coverage!

**Family**
This tier covers you, your spouse AND child(ren).

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**Prove Your Dependents!**
While we don’t love overloading you with red tape, we do ask that you provide proof of the dependents (marriage/birth certificate or latest federal tax return as listed with the IRS – submit front and signature pages only) you elect to cover.

**Are You Having a Baby?**
Please know that your infant is eligible but is NOT automatically added to our benefit plans. You must complete the necessary forms and proof within 31 days of the birth of your little one. If you miss this deadline, you must wait until next year’s Open Enrollment!

**No Longer Eligible?**
If one of your dependents is no longer eligible to participate in our plan, it is your responsibility to let HR know within 31 days. Examples of this include if your spouse gets a job with access to coverage, there is a divorce, or your dependent child is over age 26 (end of plan year in which the child attains age 26; dependent life coverage ends at the end of plan year at age 25).
Making Changes

Open Enrollment season is a vital time of year for you and your employer. Because of IRS regulations, it is typically the only time during the year in which you can make changes to your benefit choices, such as adding or dropping coverage, adding or dropping dependents or enrolling in benefits for the first time.

Missing this vital deadline can mean losing coverage and/or being unable to change benefit elections until you experience a Qualifying Life Event.

Qualifying Life Events are defined by the IRS. Examples include but are not limited to:

**Change in Marital Status**
- Marriage
- Divorce
- Legal separation

**Change in Number of Dependents**
- Birth
- Adoption
- Assumption of legal guardianship
- Death
- Child/spouse no longer eligible

**Change in Employment Status**
Resulting in gain/loss of coverage for you OR your spouse
- Transition from part time to full time (or vice versa)
- Resignation or termination
- New hire
- Spouse’s employer terminates health plan
- Spouse becomes eligible for (or loses) coverage through another employer

**Court Ordered Coverage**
Required coverage of a child by you OR your spouse
- Qualified Medical Child Support Order (QMCSO)

PLEASE REMEMBER:
Open Enrollment is from October 22, 2018 to November 2, 2018. New hires have 31 days from date of hire to make their elections.

Avoid stress & frustration. DO NOT miss your enrollment window!

Documentation Required

Wondering what’s required when you experience a qualifying life event?

You will need to let Human Resources (askHR@butler.edu) know in writing within 31 days of the event to make any changes necessary. Also, you will need to provide the required documentation. This includes:

- Proof of dependent relationship (marriage certificate, birth certificate, etc.)
- Any enrollment forms that may be required
- Dated documentation providing proof of the effective date of new coverage (or end of coverage) and names of individuals gaining or losing coverage
If you do not elect coverage during Open Enrollment (or your new hire enrollment period)

- You will not have Butler University coverage for the remainder of the plan year unless you experience a qualifying life event.
- You will not be enrolled in the Flex Spending Account Plan(s) for 2019. Participation and pre-tax contributions require enrollment every year.
- You will not have personal HSA contributions for 2019. Our system requires a contribution every year you wish to participate.

What is Butler University legally required to do?
Legally, employers are not required to do anything for employees who have missed the Enrollment deadline. In fact, the terms of Butler University’s benefit plans may prohibit them from making exceptions for those employees who do not make benefit elections within the allotted time.

BE PREPARED. The open enrollment process relies on you, the employee, to take action.

How does Butler University Help Employees with Open Enrollment?
To ensure employees can make the most out of the Open Enrollment period and the benefits Butler University provides, we offer education to you prior to and during the Open Enrollment period to help alleviate some of the confusion you may face.

Utilize the tools in this guide, AND mark your calendars for one of our Open Enrollment Forums to learn about your benefits:

<table>
<thead>
<tr>
<th>Benefits Information Sessions</th>
<th>Open Enrollment Lab Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>Thursday</td>
<td>10/4/2018</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10/9/2018</td>
</tr>
<tr>
<td>Thursday</td>
<td>10/12/2018</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10/16/2018</td>
</tr>
<tr>
<td>Thursday</td>
<td>10/18/2018</td>
</tr>
</tbody>
</table>

Have Specific Questions about Open Enrollment?
Please reach out to Human Resources TODAY at askHR@butler.edu! We would rather have the conversation with you before it’s too late. Missing your enrollment period severely limits and might even restrict our ability to help.
Medical & Rx

Butler University provides three medical plan options which are administered by Apta Health. Your healthcare network for 2019 is United Healthcare Choice Plus. Details of the plans are as follows. These descriptions are only a summary. For full details, please refer to your plan documents. If discrepancies exist, plan documents prevail.

<table>
<thead>
<tr>
<th>Plan</th>
<th>In-Network</th>
<th>Out-of-Network</th>
<th>In-Network</th>
<th>Out-of-Network</th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PPO Core Plan</strong></td>
<td>UHC Choice Plus</td>
<td>More Expensive</td>
<td>UHC Choice Plus</td>
<td>More Expensive</td>
<td>UHC Choice Plus</td>
<td>More Expensive</td>
</tr>
<tr>
<td><strong>PPO Plus Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CDHD-HSA Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Annual Deductible**
  - Single: $1,650
  - Family: $3,300

- **Out-of-Pocket Maximum**
  - Single: $4,950
  - Family: $8,460

- **Other Costs**
  - **In-Network**
    - Single: 25%
    - Family: 20%
  - **Out-of-Network**
    - Single: 50%
    - Family: 40%

- **Account Attached to Plan**
  - PPO Core Plan: FSA
  - PPO Plus Plan: FSA
  - CDHD-HSA Plan: HSA

- **Can Employee Contribute?**
  - Yes

- **Employer Contribution**
  - Not Applicable

- **Max Contribution Allowed Per Year**
  - Single: $2,650
  - Family: $2,650

- **Do Funds Carry Over?**
  - Single: $500 Limit

1. Family here is defined as Employee+Spouse, Employee+Child(ren) or Family. These employees also have what is called an “embedded individual deductible,” meaning if a single person in the family meets the individual deductible, insurance will kick in for that individual prior to the family deductible being met.
2. Out-of-pocket maximum includes the deductible and includes copays.
3. Amounts ABOVE Reasonable and Customary charges are NOT applied to the deductible or out-of-pocket maximum.
4. Read more about these accounts in the corresponding sections of this guide.
5. This is the maximum contribution members can make after Butler’s contribution which cannot exceed the federal limits of $3,500 for individuals or $7,000 for families.
“Premium” is the fancy word for what you pay out of your paycheck to purchase Butler University’s health care plan. To determine what your monthly/biweekly cost will be, find the number in the chart below that applies to your pay frequency and coverage tier.

<table>
<thead>
<tr>
<th></th>
<th>PPO Core Plan</th>
<th>PPO Plus Plan</th>
<th>CDHD-HSA Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 Month</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$85.69</td>
<td>$260.19</td>
<td>$63.62</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$431.44</td>
<td>$839.11</td>
<td>$345.90</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$262.62</td>
<td>$515.23</td>
<td>$210.13</td>
</tr>
<tr>
<td>Family</td>
<td>$659.49</td>
<td>$1,134.97</td>
<td>$528.99</td>
</tr>
<tr>
<td><strong>12 Month</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$64.26</td>
<td>$195.14</td>
<td>$47.71</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$323.58</td>
<td>$629.33</td>
<td>$259.42</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$196.97</td>
<td>$386.42</td>
<td>$157.60</td>
</tr>
<tr>
<td>Family</td>
<td>$494.62</td>
<td>$851.22</td>
<td>$396.74</td>
</tr>
<tr>
<td><strong>Bi-Weekly; 9 Month</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$40.59</td>
<td>$123.25</td>
<td>$30.13</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$204.37</td>
<td>$397.47</td>
<td>$163.85</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$124.40</td>
<td>$244.05</td>
<td>$99.54</td>
</tr>
<tr>
<td>Family</td>
<td>$312.39</td>
<td>$537.62</td>
<td>$250.58</td>
</tr>
<tr>
<td><strong>Bi-Weekly; 12 Month</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$29.66</td>
<td>$90.07</td>
<td>$22.02</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$149.34</td>
<td>$290.46</td>
<td>$119.73</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$90.91</td>
<td>$178.35</td>
<td>$72.74</td>
</tr>
<tr>
<td>Family</td>
<td>$228.29</td>
<td>$392.87</td>
<td>$183.11</td>
</tr>
<tr>
<td><strong>Annually</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Only</td>
<td>$771.17</td>
<td>$2,341.71</td>
<td>$572.54</td>
</tr>
<tr>
<td>EE + Spouse</td>
<td>$3,882.94</td>
<td>$7,552.00</td>
<td>$3,113.08</td>
</tr>
<tr>
<td>EE + Child(ren)</td>
<td>$2,363.59</td>
<td>$4,637.04</td>
<td>$1,891.18</td>
</tr>
<tr>
<td>Family</td>
<td>$5,935.42</td>
<td>$10,214.69</td>
<td>$4,760.93</td>
</tr>
</tbody>
</table>
The chart below diagrams your cost sharing responsibilities by the type of service you receive. Note that you have better coverage seeking in-network services than out-of-network services.

<table>
<thead>
<tr>
<th>Medical Services</th>
<th>PPO Core Plan</th>
<th>PPO Plus Plan</th>
<th>CDHD-HSA Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Network</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routine Preventive Care</td>
<td>100% Paid</td>
<td>100% Paid</td>
<td>100% Paid</td>
</tr>
<tr>
<td>Primary Care Physician</td>
<td>$30</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Specialist (With Referral)</td>
<td>$50</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Specialist (No Referral)</td>
<td>$90</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Telemedicine</td>
<td>$10</td>
<td>N/A</td>
<td>$10</td>
</tr>
<tr>
<td><strong>More Serious Visits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent Care Services</td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Emergency Room Services</td>
<td>$200 Copay</td>
<td>$200 Copay</td>
<td>$200 Copay</td>
</tr>
<tr>
<td>Ambulance</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Outpatient Care</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Fees¹</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Diagnostic Labs &amp; X-rays</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>MRI/CT/PET Scans²</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Outpatient Surgeries or</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Services²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inpatient Care</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Fees¹</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Inpatient Hospitalizations¹ &amp; ²</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Mental Health/Substance</td>
<td>Ded/25%</td>
<td>Ded/20%</td>
<td>Ded/20%</td>
</tr>
<tr>
<td>Abuse Hospitalizations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Outpatient Therapies &amp;</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manipulations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech Therapy²</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Occupational Therapy²</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Physical Therapy²</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Chiropractic Office Visit³</td>
<td>$60</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

1. If you are having a complex procedure, there are often multiple charges to your bill: Physician Fee, Facility Fee, Anesthesiologist Fee, etc. Each fee will be processed according to its corresponding category.
2. Requires pre-certification--$500 penalty will apply if pre-cert is NOT obtained (after grace period; see page 14.
3. Limited to 50 visits each year and referral not required.

**Note:** all coinsurance applies after the deductible
### Prescriptions

<table>
<thead>
<tr>
<th>Tier</th>
<th>PPO Core Plan 30 Day Supply</th>
<th>PPO Plus Plan 30 Day Supply</th>
<th>CDHD-HSA Plan 30 Day Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Network Retail</td>
<td>In Network Retail</td>
<td>In Network Retail</td>
</tr>
<tr>
<td>1</td>
<td>$10</td>
<td>$10</td>
<td>20%*</td>
</tr>
<tr>
<td>2</td>
<td>$35</td>
<td>$35</td>
<td>20%*</td>
</tr>
<tr>
<td>3</td>
<td>$75</td>
<td>$75</td>
<td>20%*</td>
</tr>
<tr>
<td>4</td>
<td>25% to a maximum of $150</td>
<td>25% to a maximum of $150</td>
<td>20%*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier</th>
<th>PPO Core Plan 90 Day Supply</th>
<th>PPO Plus Plan 90 Day Supply</th>
<th>CDHD-HSA Plan 90 Day Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network Retail</td>
<td>In-Network Retail</td>
<td>In-Network Retail</td>
</tr>
<tr>
<td></td>
<td>Magellan Mail Order</td>
<td>Magellan Mail Order</td>
<td>Magellan Mail Order</td>
</tr>
<tr>
<td>1</td>
<td>Not Covered</td>
<td>$20</td>
<td>Not Covered</td>
</tr>
<tr>
<td>2</td>
<td>Not Covered</td>
<td>$70</td>
<td>Not Covered</td>
</tr>
<tr>
<td>3</td>
<td>Not Covered</td>
<td>$150</td>
<td>Not Covered</td>
</tr>
<tr>
<td>4</td>
<td>Not Covered</td>
<td>Not Covered</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

Copays apply **before** deductible (Combined with medical)

*Coinsurance applies **after** deductible (Combined with medical)

---

**Quick Note on Prescription Medications:**

All medical plans include coverage for prescription medication. Butler’s program is coordinated through MagellanRx.

- Two, 30-day retail prescription fills are allowed for maintenance medication before MagellanRx mail order fills are required.
- Two, 30-day retail fills are allowed for specialty medications before MagellanRx mail order fills are required. See page 16.
- Your Apta Health Care Coordinator can help you manage your prescriptions. See page 13.
- OTC medication may be a $0 copay for you. See page 15.
- Smoking Cessation and anti-obesity medications are covered.

---

**TIP FROM TRIP:**

**WHAT IS PRE-CERTIFICATION?**

Let’s say your doctor wants you to have an MRI. Finding the right facility that has an opening which works with your schedule can be stressful. But wouldn’t you rather make sure the MRI was going to be covered by insurance before you have the test performed?

Some services require this formal pre-certification that your needs are medically necessary and therefore will be covered by insurance. Work with your doctor and the service provider to make sure this is complete before having the test! If you’re not sure whether a service requires precertification, contact your care coordinator at Apta Health using the number on the back of your Insurance ID card.
Meet Your Apta Care Coordinators

Care Coordinators are an expert team of nurses, patient services representatives and benefits specialists who are ready to help you before, during and after any health event. Think of Care Coordinators as your personal healthcare team. They fight hard to help you save money and make sure you get the best possible care for you and your family.

Starting December 17th, turn to your Care Coordinators for help with:

- ID Cards
- Claims, billing and benefit questions
- Finding in-network providers
- Nurse coaching to help you stay or get healthy
- Reducing out-of-pocket costs
- Mail order medications
- Pharmacy issues
- Anything that can make the healthcare process easier for you

https://butler.myaptahealth.com
1.877.610.8817

CARE COORDINATORS ARE MOBILE

Download the MyQHealth – Care Coordinators mobile app that lets you:

- Find in-network providers
- Access your ID card
- Check claims information
- Schedule a call with a Care Coordinator
- And so much more
COORDINATE YOUR CARE THROUGH YOUR PRIMARY CARE DOCTOR

Obtain a referral from your PCP before seeing a specialist

• Voluntary
• Saves money on member out-of-pocket costs
• Helps avoid visits to the wrong specialist
• Helps avoid referrals to an out-of-network specialist
• Get in to see specialist faster
• Get alerts for benefits not fully covered
• All referrals obtained are valid for 12 months

PRE-CERTIFICATION

Before you receive certain medical services or procedures, your health plan requires a doctor to confirm that these requested services are considered medically necessary under your plan. This verification process is called “pre-certification.” Even if some services or therapies are performed in your doctor’s office, you may still need a pre-certification. Pre-certification requests must be submitted by your physician directly to the Apta Care Coordinators.

SERVICES REQUIRING PRE-CERTIFICATION

| Inpatient Hospitalizations & Skilled Nursing Facility Admissions | Home Health Care and Services | Oncology Care & Services (chemotherapy, radiation therapy, etc.) | MRI’s, MRA’s and PET Scans |
| Hospice Care | Occupational Therapy | Physical Therapy | Speech Therapy |
| Out-Patient Surgeries (includes Colonoscopies) | Durable Medical Equipment (DME) over $500 | Dialysis | Transplants – Organ and Bone Marrow |

These services will have a 30-day grace period through 1/31/2019 before any penalties will apply. A $500 penalty will be applied for all services rendered after the grace period that do not have pre-certification completed.
Think OTC for your Ulcer and Allergy Medications

A smarter way to think. An easier way to save.

Brand name drugs like Nexium®, Prevacid®, Prilosec®, Zyrtec®, Claritin® and Zantac® that used to only be available with a prescription are now available over-the-counter (OTC). If the OTC version is available in the same strength as the prescription drug you’re currently taking, then the OTC version could provide additional savings opportunities for you. As a result, your plan has elected to cover select OTC medications at a $0 co-payment. Covered medications include non-sedating antihistamines (NSAs) and ulcer/heartburn treatments packaged as name brands, store brands or generics as long as they are prescribed by your physician and processed using your prescription benefit card at your local pharmacy. That’s right… a $0 co-pay!

Talk to your physician today to find out if an OTC product is right for you.

Get Started Today

To take advantage of this $0 co-pay OTC program, please follow these 3 easy steps once you and your doctor agree that an OTC product is right for you:

1. Ask your physician to write (or telephone in) a prescription for the specific OTC product.  
   • Make sure your physician writes “OTC” on the prescription.
2. Take the prescription to your local pharmacy (not available through mail service) and ensure that your pharmacist:
   • Uses your prescription benefit card to fill the OTC prescription.  
   • Fills the prescription just like any other prescription medicine, making sure to include your doctor’s name and instructions on the label.  
   • Charges you a $0 co-pay as a result of this program.
3. Make sure to follow your doctor’s instructions for use when taking the medication.

It doesn’t make any sense to pay more. Talk to your physician to find out if an OTC product is right for you and start saving today!

Examples of Covered OTC Medications

- ALAVERT
- ALLEGRA
- ALLEGRA-D
- AXID AR
- CETIRIZINE
- CIMETIDINE
- CLARITIN
- CLARITIN-D
- DIMETAPP ND
- FAMOTIDINE
- FEXOFENADINE
- FEXOFENADINE- PSEUDOEPHEDRINE
- LORATADINE
- NEXIUM 24HR OTC
- OMEPRAZOLE
- PEPCID COMPLETE
- PEPCID AC
- PREVACID 24 HR CAP
- PRILOSEC OTC
- RANITIDINE
- TAGAMET HB
- TAVIST ND
- TRIAMINIC TAB
- ZANTAC
- ZEGERID OTC
- ZYRTEC
- ZYRTEC-D
Welcome to Your Specialty Pharmacy

Magellan Rx Management we are dedicated to providing quality service and personalized care. We make it easy for you to quickly get your specialty medications while providing additional support to help you stay on track.

Services and programs to support your needs
When you enroll, a representative will contact you to gather important information to schedule your first delivery from Magellan Rx Pharmacy. We will stay in touch over the course of your therapy and will call with monthly refill reminders and address any questions you may have about your treatment. In addition, you also have access to many helpful services:

• Insurance specialists to help you get the most out of your benefits
• Clinical programs to help manage your condition
• Educational materials about your condition or medication, including at-home guides
• Free delivery to your home or another address within two days of ordering
• Important supplies at no additional cost, such as syringes and needles
• Highly trained pharmacists and nurses available toll-free to answer any questions
• Online member portal where you can request refills and learn more

Ordering your medication is fast and easy
Step 1: Have your doctor e-prescribe Magellan Rx Pharmacy - Specialty or fax your prescription to us at 866-364-2673. Make sure the form includes your contact information. If prior authorization is required, your doctor may need to take additional steps to submit your prescription.

Step 2: We will contact you to get important information and schedule your first delivery.

Step 3: Your prescription will arrive when and where you’ve requested.

We are here to help
If you have any questions about our services or your specialty medications, please contact us at 866-554-2673. Our standard hours are Monday through Friday from 8:00am to 10:00pm ET. Representatives are also available 24/7 for urgent requests.
Health Cost Estimator

Not all doctors charge the same

Medical costs can vary a lot from one doctor to another—So it pays to shop around.

Your Care Coordinator can help you with the health cost estimator and can:

• Search for the type of service you need
• Compare the true costs of care using real data from real doctors
• Check which providers earned our UnitedHealth Premium rating for cost and quality
• See the total charge for your treatment, and know what to expect from beginning to end
Teladoc is one of the nation’s most established providers of telehealth services. Our national network of U.S. board-certified doctors is standing by to provide quality healthcare for you and your family, 24/7.

From the information you provide, Teladoc can diagnose many illnesses and injuries, order prescriptions, and know immediately if you need to be referred to in-person emergency care.

Benefits:

- Consults with U.S. Board-Certified doctors via phone or video conference 24/7
- Access to a doctor anytime, anywhere—from home, work, or on the road
- Diagnosis and treatment for many common, non-emergency medical conditions
- A way to avoid unnecessary visits to the ER and long waits for doctor appointments
- Prescriptions called-in when appropriate

Teladoc medical visits are:

- PPO Plus Plan - $10
- PPO Core Plan - $10
- CDHD HSA Plan - $45*

*After the Deductible has been met, you pay the coinsurance percentage.

Talk to a doctor anytime!

Download the App is quick and easy!

Teladoc.com/mobile or visit your app store.

1-800-Teladoc
Health Savings Account (HSA)

HSAs—they’re all the rage these days! But have you heard why? Sure, the rules are kind of complex, but if you have a frame of reference for how they work, you might decide the benefits are too good to miss.

HSA “Frames” of Reference: Benefits

What It Is, in a Nutshell!

A Health Savings Account (or HSA) is a bank account tied to a Consumer Driven High Deductible plan (or CDHD). When we say, “tied to,” we mean that you can only open an HSA if you are participating in an HSA-eligible CDHD through your employer. The bank account itself allows you to save and pay for qualified medical expenses with tax-advantaged money. What does that mean? Keep reading!

That’s right! This bank account belongs to YOU. It goes with you if you change employers, and there is no “use it or lose it” rule like other tax-advantaged accounts out there. You keep your money, and leftover funds roll over from year to year. Also, just like any other bank account, you cannot use it to pay for expenses with money you don’t have. So, keep an eye on your balance, and be aware that your HSA provider may have administrative fees tied to the account.

By opening and using an HSA, you save on taxes in three ways:
1. Contributions you or your employer make to the account are not taxed when you put them in.
2. Withdrawals from the account are not taxed if you are using the money to pay for qualified medical expenses (which we’ll touch on in a bit).
3. Any unused funds in your HSA stay there, grow tax-free interest AND might qualify to invest. Some even use HSAs as another way to save for retirement. The triple whammy!

CAREFUL THOUGH: If you use your HSA for non-qualified expenses, you could be taxed AND penalized 20% by the IRS.

To support you in managing the higher deductible that comes with a HDHP, Butler University contributes the following on your behalf: Single - $750; Family - $1,500. This is paid in a lump sum by 2/1/2019 for an open enrollment election. Otherwise, this will be prorated throughout the year depending on date of hire.

The Account?
It’s All Yours!

The Triple Threat
Tax Advantage!

Butler University
Contributes!
You must be enrolled in an HSA-eligible CDHD to qualify for an HSA. You must also have a valid social security number and NOT be claimed as a dependent on someone else’s taxes. Lastly, you are not eligible to contribute to an HSA if you are covered under any other medical coverage, like:

- Your spouse’s first-dollar coverage health care plan, FSA or HRA
- Medicare, Medicaid or Tricare
- VA Services (if received within the last 90 days)
- NOTE: These restrictions limit only the ability to contribute to an HSA, but they do NOT restrict you from being covered by a CDHD.

Remember, if you use your HSA to pay for non-qualified expenses, you could be taxed AND face an IRS penalty of 20%. To avoid that stress, make sure your expenses are IRS-approved:

- Over the Counter drugs are ONLY eligible with a prescription from your doctor.
- To prove you are following the rules, make sure you keep ALL your receipts and prescriptions in case of an IRS audit. YOU are responsible to the IRS; not Butler University.

IMPORTANT: If you contribute to an HSA, you are NOT eligible to participate in a Medical Flex Spending Account (FSA). An FSA is another type of tax savings benefit, and the IRS does NOT want you to “double dip” on your tax savings. The only FSAs you can participate in while contributing money to an HSA are:

1. Dependent Care FSA
2. Limited Purpose FSA (only available from Butler through FSA carry over)

If you’ve contributed ANY money to a medical FSA, then you are ineligible to contribute to an HSA for the rest of the year.

Yes, you can and should consider contributing! Just know that the IRS puts limits on the total dollars you and your employer can contribute per year. For 2019, the totals are:

- Self-Only Limit: $3,500
- Family Limit: $7,000

55 or older? Your limit is increased $1,000 for “catch-up.” YOU are responsible for making sure you don’t exceed your limits.

**HSA “Frames” of Reference: Restrictions**

**Am I Eligible?**

**Are My Purchases Eligible?**

**Can I Still Have an FSA?**

**Can I Contribute? Are There Limits?**

---

**Ready to try an HSA? Here’s what you need to do!**

It is your responsibility to set up an HSA in your name. Butler currently partners with the HSA Authority (an Old National Bank company) for all HSAs. The HSA contributions are payroll deducted, and deposits go into a checking account that you control – paying expenses by check or with a debit card. Electronic access to account activity, balances, images of cancelled checks and bank statements are available through online banking at no extra cost. Access to account activity and balances is also available via telephone. Paper statements are available for a nominal fee.

**Note: Each year you wish to participate in the HSA, you are required to “re-elect” the amount you wish deducted from your paycheck. While HSA funds are always yours and remain in your HSA account year after year, your HSA elections do not carry over year after year.**
Flexible Spending Accounts (FSAs)

Do you like a good deal? Why not consider a Flex Spending Account (FSA)? Tax savings aren’t just for HSAs; let’s look at how an FSA can help keep money in your bank!

The different types of FSAs are detailed below. Each one can help you save up to 30% of each dollar spent. Here’s how that works:

1. You elect how much money you would like to contribute to your FSA.
2. That money is deducted throughout the year from your paycheck, tax free.
3. The short version: You don’t pay federal, state or FICA taxes on this income! See the case study on the following page for more details!

<table>
<thead>
<tr>
<th>2019</th>
<th>Flex Spending Account Options from Discovery Benefits.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Medical FSA</strong></td>
</tr>
<tr>
<td><strong>Am I eligible?</strong></td>
<td>If you contribute to an HSA, no. Otherwise, yes.</td>
</tr>
</tbody>
</table>
| **What can I use it to pay for?** | IRS-approved prescriptions, dental, vision & medical; See https://www.irs.gov/pub/irs-pdf/p502.pdf for a list of approved expenses. | Day care expenses for the following that allow you or your spouse to go to work or school full time:  
  • Dependent child under age 13  
  • Physically or mentally disabled dependent of any age who spends 8+ hours per day in your home |
| **When can I use it?** | Immediately (even before accruing payroll deposits) | Immediately (This is through a reimbursement account, so you can only recoup the money you have paid into the account at the time you submit reimbursement for funds.) |
| **Can I roll over funds?** | Yes. You may carry over a maximum of $500 into the next plan year. | No. These funds are use-it-or-lose it! |
| **What is the minimum annual contribution?** | $120 | $120 |
| **What is the maximum annual contribution?** | $2,650 | $5,000 (or $2,500 if married and filing separately) |
| **What time will the 2019 account cover?** | You can incur claims from 1/1/19 – 12/31/19 | You can incur claims from 1/1/19 – 12/31/19 |
| **When is the “run-out period” (aka. the deadline to submit claims incurred in the above period)?** | March 31, 2019 | March 31, 2019 |
TIP FROM TRIP:
REstrictions on Flex Spending Accounts

If you choose to open any type of these accounts, there are a few things you CANNOT do. Since most FSAs usually require you to use your money by the end of the year or lose it, you will want to be mindful of these restrictions when planning how you want to proceed.

Keep in mind:
- You cannot change the amount coming out of your paycheck mid-year unless you experience a qualifying event (see Making Changes section of this guide).
- You cannot transfer money from one FSA to another FSA—for example, if you are going to have too much money left in your Dependent Care FSA but not enough in your Medical FSA, you can’t use the Dependent Care FSA funds for your Medical needs.
- You cannot use Medical FSA money for over-the-counter medicines unless you have a prescription from your physician.

Additional restrictions for the Dependent Care FSA only include:
- You cannot use this money to pay an in-home babysitter whom you claim as a dependent.
- You cannot use this money to cover expenses for your domestic partner or your domestic partner’s dependent.

Case Study

Eric and Brianna’s combined gross income is $30,000. They have two children and file their income taxes jointly. Since Eric needs some major orthodontic work this year, they decide to put $2,000 into a Medical FSA. Also, for their two kiddos, they plan to put $3,000 in a Dependent Care FSA for day care expenses. Check out how this is going to put more money in their pockets!

<table>
<thead>
<tr>
<th>Without FSAs</th>
<th>With FSAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross annual income</td>
<td>$30,000</td>
</tr>
<tr>
<td>Total FSA contributions</td>
<td>-$0</td>
</tr>
<tr>
<td>Adjusted gross income</td>
<td>$30,000</td>
</tr>
<tr>
<td>Estimated taxes</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>-$2,550*</td>
</tr>
<tr>
<td>State</td>
<td>-$900**</td>
</tr>
<tr>
<td>FICA</td>
<td>-$2,295</td>
</tr>
<tr>
<td>After-tax earnings</td>
<td>$24,255</td>
</tr>
</tbody>
</table>

| Eligible out-of-pocket expenses | | |
| Medical & Dependent Care Expenses | -$5,000 (no tax advantage) | -$0 (covered by FSA) |
| Remaining spendable income | $19,255 | $20,561 |

| Spendable income increase | $1,306!!! |

* Assumes standard deductions and four exemptions
** Varies, assume 3 percent

FOR ILLUSTRATIVE PURPOSES ONLY. CONSULT A TAX ADVISOR WITH QUESTIONS.

Ready to Open an FSA?

You will need to complete the FSA enrollment paperwork to set up your account with Discovery Benefits. Even if you signed up last year, you must re-enroll! FSA elections do not carry over year after year.

When submitting expenses for payment, you can use the following methods:
- Debit card
- Direct deposit (requires special enrollment form)
- Manually reimburse yourself

HOWEVER – the IRS requires proof that you are spending appropriately. So, get itemized receipts from your care providers and KEEP THEM!

Discovery Benefits will require you to provide this proof to allow you to continue getting money out of your account.
Dental

Have you been taking care of your pearly whites? You should! It’s been proven that people with clean teeth often have better health, including a reduced risk for stroke and heart disease. You take care of them? They take care of you! Butler University aims to help promote your hygiene health by offering dental insurance through Delta Dental. Want the details?

<table>
<thead>
<tr>
<th>Details</th>
<th>Dental Plan Option from Delta Dental of Indiana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td>Delta Dental PPO</td>
</tr>
<tr>
<td>Individual</td>
<td>$50</td>
</tr>
<tr>
<td>Family</td>
<td>$100</td>
</tr>
<tr>
<td>Annual Plan Payment Maximum</td>
<td>Individual</td>
</tr>
<tr>
<td>Preventive Services</td>
<td>Services Covered: Diagnostic &amp; Preventive Services: Exams, cleanings and fluoride and space maintainers Emergency Palliative Treatment: To temporarily relieve pain Sealants: To prevent decay of permanent teeth Brush Biopsy: To detect oral cancer Radiographs: X-rays</td>
</tr>
<tr>
<td>Coverage Rate</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Services</td>
<td>Services Covered: Minor Restorative Services: Fillings and crown repair Endodontic Services: Root Canals Periodontal Services: To treat gum disease Oral Surgery Services: Extractions and dental surgery Other Basic Services: Miscellaneous services Relines and Repairs: To bridges, implants and dentures</td>
</tr>
<tr>
<td>Coverage Rate</td>
<td>80%</td>
</tr>
<tr>
<td>Major Restorative Services</td>
<td>Services Covered: Major Restorative Services: Crowns Prosthodontic Services: Bridges, implants and dentures</td>
</tr>
<tr>
<td>Coverage Rate</td>
<td>50%</td>
</tr>
<tr>
<td>Orthodontia</td>
<td>Individuals Covered: Eligible children up to age 19</td>
</tr>
<tr>
<td>Coverage Rate</td>
<td>50%</td>
</tr>
</tbody>
</table>

*When you receive services from a Non-Participating Dentist, the percentages in this column indicate the portion of Delta Dental’s Non-Participating Dentist Fee that will be paid for those services. The Non-Participating Dentist Fee may be less than what the dentist charges and you are responsible for that difference.

Some Procedures Might Be Excluded/Limited:

Please note that cosmetic procedures are NOT covered under this dental plan. Additionally, the following procedures are limited by a specific number of visits/age group:

- Oral Exams/Cleanings: 2 per calendar year
- Full Mouth X-rays: once every 3 years
- Bitewing X-rays (adult): 2 per calendar year
- Sealants (child to age 14): 1 per tooth per three-year period

Special Services Might Be Included:

If you are someone who qualifies under one of the following conditions, you may be eligible for additional cleanings and periodontal services than the limitations mentioned in the red box to the left. See your plan document for details.

- Pregnancy
- Diabetes
- Diagnosed Periodontal Disease
- Suppressed Immune System
- Kidney Failure/Dialysis
TIPS FROM TRIP:
IN-NETWORK DENTISTS ARE THE BEST!

Have a family dentist that you love and don’t want to leave? We get it! The good news is, generally, most dental plans allow you to choose which dentist you go see. The bad news is, if the dentist you see is not in-network, it’s going to cost you more money.

To find out if your dentist is in-network, complete the following:
- Dropdown to a preferred specialty (optional)
- Dropdown to Delta Dental PPO
- Type in your Dentist’s last name (optional)
- Click “Find Dentists”

BALANCE BILLING IS THE WORST!

“Balance billing” (a term you may hear thrown around) is the way we describe what can happen if you go to an out-of-network dentist. Your dental insurance carrier has a predetermined idea of what pricing is considered “reasonable and customary” for all possible procedures. The insurance carrier is so sure about this predetermined pricing that they will not pay anything MORE than that dollar figure to your dentist for each corresponding procedure. That means, if your dentist usually charges more, he or she may end up feeling shorted for services provided.

Here’s the bummer news: If your dentist is considered out-of-network, then he or she can pass on the difference between the dentist’s charge and the carrier’s “reasonable and customary” amount on to YOU. This way, the dentist is paid in full, but you might feel overcharged. So, think hard about if you want to keep seeing an out-of-network dentist!

Wondering how much it costs to purchase this dental coverage?

<table>
<thead>
<tr>
<th>Tier of Coverage</th>
<th>9-month</th>
<th>12-month</th>
<th>Bi-Weekly 9-month</th>
<th>Bi-Weekly 12-month</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$9.88</td>
<td>$7.41</td>
<td>$4.68</td>
<td>$3.42</td>
<td>$88.92</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$37.65</td>
<td>$28.24</td>
<td>$17.84</td>
<td>$13.03</td>
<td>$338.88</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$22.73</td>
<td>$17.05</td>
<td>$10.77</td>
<td>$7.87</td>
<td>$204.60</td>
</tr>
<tr>
<td>Family</td>
<td>$49.52</td>
<td>$37.14</td>
<td>$23.46</td>
<td>$17.14</td>
<td>$445.68</td>
</tr>
</tbody>
</table>
Vision

Did you know that the health of your body can sometimes affect the health of your eyes? Eye doctors do certain tests that can help with early detection of certain illnesses—like diabetes. That’s why it’s important for EVERYONE to get a regular eye exam, whether they need glasses or not! By providing vision insurance through EyeMed, Butler University wants to help.

TIP FROM TRIP: IN-NETWORK VS. OUT-OF-NETWORK

As you might have guessed, it’s more cost effective to go to an in-network eye doctor over an out-of-network one. To find an in-network eye doctor, complete the following:

- www.eyemed.com
- Click Member Login
- Click Locate a provider

If you go out-of-network, you will notice the details below show an “up to” amount. This is because you must pay the full cost of the service out of pocket, and then the insurance plan will reimburse you “up to” the defined amount. Look at your plan details for information on how to file for reimbursement.

Now for a rundown of the benefits...

<table>
<thead>
<tr>
<th>Details</th>
<th>Vision Plan Option from EyeMed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Network</td>
</tr>
<tr>
<td>Exam</td>
<td>$10 copay</td>
</tr>
<tr>
<td>Frames</td>
<td>$130 allowance + 20% off remaining balance</td>
</tr>
<tr>
<td>Lenses</td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$20 copay</td>
</tr>
<tr>
<td>Bifocal</td>
<td>$20 copay</td>
</tr>
<tr>
<td>Trifocal</td>
<td>$20 copay</td>
</tr>
<tr>
<td>Lenticular</td>
<td>$20 copay</td>
</tr>
<tr>
<td>Contact Lenses (in lieu of glasses)</td>
<td></td>
</tr>
<tr>
<td>Medically Necessary</td>
<td>$0 copay; paid in full</td>
</tr>
<tr>
<td>Elective (Non-Disposable)</td>
<td>$140 allowance + 15% off remaining balance</td>
</tr>
<tr>
<td>Elective (Disposable)</td>
<td>$140 allowance</td>
</tr>
<tr>
<td>Additional Benefits</td>
<td></td>
</tr>
<tr>
<td>Standard Contact Lens Fitting and Follow Up</td>
<td>Discounted member cost not to exceed $40</td>
</tr>
<tr>
<td>Second Pair Discount</td>
<td>40% off additional pairs of sunglasses</td>
</tr>
<tr>
<td></td>
<td>15% discount on conventional lenses once funded benefit is used</td>
</tr>
<tr>
<td></td>
<td>20% off any item not covered by the plan including non-prescription sunglasses</td>
</tr>
<tr>
<td>Lens Options</td>
<td>Photochromic, Standard Polycarbonate (Adults)</td>
</tr>
<tr>
<td>Retinal Imaging</td>
<td>Discounted member cost not to exceed $39</td>
</tr>
<tr>
<td>Lasik or PRK from US Laser Network</td>
<td>15% off retail price or 5% off promotional price</td>
</tr>
</tbody>
</table>
Wondering how much it costs to purchase our vision plan?

<table>
<thead>
<tr>
<th>Tier of Coverage</th>
<th>9-month</th>
<th>12-month</th>
<th>Bi-Weekly 9-month</th>
<th>Bi-Weekly 12-month</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$9.16</td>
<td>$6.87</td>
<td>$4.34</td>
<td>$3.17</td>
<td>$82.44</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$16.40</td>
<td>$12.30</td>
<td>$7.77</td>
<td>$5.68</td>
<td>$147.60</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$19.16</td>
<td>$14.37</td>
<td>$9.08</td>
<td>$6.63</td>
<td>$172.44</td>
</tr>
<tr>
<td>Family</td>
<td>$23.68</td>
<td>$17.80</td>
<td>$11.22</td>
<td>$8.20</td>
<td>$213.16</td>
</tr>
</tbody>
</table>

Don’t “See” a Vision Insurance Card?

This time, it’s not a trick of your eye. EyeMed does not distribute a member specific ID card. If you go to your eye doctor and provide your name, your SSN and EyeMed’s name, your doctor should be able to look you up in the system.

Still wish you had a card to carry with you? You can download a generic card with the basic information you will need from EyeMed website at [www.eyemed.com](http://www.eyemed.com)
Protecting Your Income
Life Insurance

Think about it. You insure your car. You insure your home/apartment. You even insure certain expensive valuables like diamonds in case they are lost or stolen. But what about your life? Not that we like to talk about it, but what if YOU are tragically lost or stolen from those who love and depend upon you? Would your loved ones still have enough income if you’re not here? Life insurance is one way to secure your dependents’ financial security, and Butler University offers you multiple options!

<table>
<thead>
<tr>
<th>YOUR QUESTIONS</th>
<th>OUR ANSWERS – Basic Life Insurance Options from One America Benefit Eligible Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I eligible for this benefit?</td>
<td>This benefit is available for employees who are actively at work on the effective date if claim and working a minimum of 37.5 hours per week.</td>
</tr>
<tr>
<td>How much would the benefit pay?</td>
<td>One (1) times the employee’s annual base salary up to a maximum of $300,000</td>
</tr>
<tr>
<td>Does this benefit include AD&amp;D Coverage? (See below)¹</td>
<td>Yes</td>
</tr>
<tr>
<td>How much does it cost to purchase?</td>
<td>That’s the best part: NOTHING! This benefit is provided by Butler University at no charge to you.</td>
</tr>
<tr>
<td>Can I bring this policy with me or convert it to an individual policy if I leave?</td>
<td>No</td>
</tr>
</tbody>
</table>

TIP FROM TRIP: WHAT IS AD&D ANYWAY?¹

AD&D stands for Accidental Death and Dismemberment. While the experience itself would be as unpleasant as it sounds, having insurance that comes to your financial aid if it does happen can be invaluable. An AD&D policy provides a list of potential accidents and various amounts the policy will pay for each incident. Loss of arm, leg, toe, finger, eye, vision, hearing...these and more are usually covered, assuming they happen by accident.

AD&D coverage is often tied to a Life Insurance policy, but it isn’t always included. Make sure to refer to the charts in this section to see if AD&D is included and/or if it has an extra charge.

TIP FROM TRIP: CHOOSE YOUR BENEFICIARY!

Your beneficiary is the individual who receives the payment when life insurance is claimed. Consequently, you can see how important it is to elect one when you enroll! If you don’t, the benefit money could get locked up in your Estate and the court systems. Note that you can change your beneficiary at any time. It is important to review and update beneficiaries at each open enrollment.

You can elect more than one beneficiary, assigning different percentages of the payout OR a type:

- Primary Beneficiary – receives the payment first if still living when the benefit is claimed.
- Contingent Beneficiary – receives the payment if your primary beneficiary is no longer living when the benefit is claimed.
Depending on your and your family's needs, the Basic Life Insurance policy may not be enough. Accordingly, Butler University provides you with the option to purchase additional voluntary life insurance, described as follows.

<table>
<thead>
<tr>
<th>YOUR QUESTIONS</th>
<th>OUR ANSWERS – Voluntary Life Insurance Options from One America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I eligible for this benefit?</td>
<td>This benefit is available for employees who are actively at work on the effective date and working a minimum of 37.5 hours per week.</td>
</tr>
<tr>
<td>How much coverage is guaranteed to issue without EOI? (See below)²</td>
<td>In your first 31 days of eligibility, you can elect up to $500,000 without EOI.</td>
</tr>
<tr>
<td>Does the payout benefit reduce over time?</td>
<td>Upon reaching 70 years of age, your original benefit amount will reduce to a certain percentage. Please see HR for more details.</td>
</tr>
<tr>
<td>Does this benefit include AD&amp;D Coverage?</td>
<td>This coverage is elected separately.</td>
</tr>
<tr>
<td>Can I bring this policy with me or convert it to an individual policy if I leave?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Life Insurance Considerations...**

You are responsible to pay the full cost to purchase this benefit.

Supplemental life insurance is available to eligible employees at a value of up to three (3) times annual base salary to a maximum of $500,000. Cost is paid by the employee and is based on age, salary, and amount of coverage elected. Supplemental life insurance is also available for the employee’s spouse and children. Details on benefit maximums and costs are available at: [https://www.butler.edu/hr/benefits/financial/lifeaccident-insurance](https://www.butler.edu/hr/benefits/financial/lifeaccident-insurance).

**TIP FROM TRIP:**

WHAT IS EOI ANYWAY²

Evidence of Insurability (EOI) is something One America may ask for if you meet one of the following conditions:

1. This is your first 31 days of eligibility for the benefit, and you are electing an amount of coverage that is OVER a set amount (called Guaranteed Issue).
2. You elected coverage in a previous year, and you are INCREASING the coverage you originally elected.
3. You neglected to elect coverage when it first became available to you, and you now want to elect ANY amount of coverage (even if under the Guaranteed Issue).

EOI usually involves a substantial set of questions and/or a blood test to evaluate your current state of health.
# Protecting Your Income

## Income Protection Program

<table>
<thead>
<tr>
<th>Income Protection</th>
<th>Benefit Eligible Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do I qualify for this?</strong></td>
<td>If you qualify for FMLA for your own personal health condition, you also qualify for income protection.</td>
</tr>
<tr>
<td><strong>What percent of my paycheck will be covered?</strong></td>
<td>100% of Salary</td>
</tr>
<tr>
<td><strong>What is the maximum amount I’ll be paid weekly?</strong></td>
<td>You will receive your regular pay on your regular pay schedule as long as you have income protection days available.</td>
</tr>
<tr>
<td><strong>How long do I have to wait until my benefits kick in?</strong></td>
<td>If your FMLA LOA has been approved by York there will be no wait for your benefits. While your FMLA eligibility is pending approval, benefits will NOT be paid. It is important that you work with your healthcare provider to ensure your FMLA paperwork is completed and submitted in a timely manner.</td>
</tr>
<tr>
<td><strong>What is the longest period the weekly benefit will be paid?</strong></td>
<td>60 days (minus any unused five (5) PTO or Vacation days)</td>
</tr>
<tr>
<td><strong>How does my PTO and accrued Vacation time tie into this wait?</strong></td>
<td>If you are on an approved FMLA for your own personal health, with approved income protection, the first five days of the income protection will be deducted from the personal time off balance and/or your vacation time balance.</td>
</tr>
<tr>
<td><strong>Does this benefit pay if I’m also claiming Worker’s Comp?</strong></td>
<td>No – you cannot claim Worker’s Comp and Income Protections benefits at the same time.</td>
</tr>
</tbody>
</table>

Requires continuous, full-time employment for one year prior to the disability and approved FMLA leave of absence for your own personal illness or non-work injury.

## Requesting a Leave of Absence

Call your Employer to request your absence.

Call York at **888.436.9530** or visit [timeoff.yorkrisk.com](http://timeoff.yorkrisk.com) to initiate a request for leave.

Provide information requested by York as soon as possible.

---

**IMPORTANT**

If you need to request a leave of absence, contact your supervisor, your HR Consultant and York.
Protecting Your Income
Disability Insurance

Think you won’t need disability insurance someday? Statistics say that one in four twenty-year-olds will be disabled before they reach retirement, and 95 percent of accidents are not work related. Pregnancy, back and neck pain, cancer, heart disease, mental illness…all can lead to various lengths of being unable to work. A great way to protect your paycheck should something happen is to invest in disability insurance. Here are some details of what’s available to you:

<table>
<thead>
<tr>
<th>Short Term Disability (STD) Options from One America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Eligible Employees</td>
</tr>
<tr>
<td>Do I qualify for this benefit?</td>
</tr>
<tr>
<td>What percent of my paycheck will be covered?</td>
</tr>
<tr>
<td>What is the maximum amount I’ll be paid weekly?</td>
</tr>
<tr>
<td>How long do I have to wait until my benefits kick in?</td>
</tr>
<tr>
<td>What is the longest period the weekly benefit will be paid?</td>
</tr>
<tr>
<td>Will tax be deducted from my monthly benefit?</td>
</tr>
<tr>
<td>How does my PTO and accrued Vacation time tie into this wait?</td>
</tr>
<tr>
<td>Does this benefit pay if I’m also claiming Worker’s Comp?</td>
</tr>
</tbody>
</table>

For eligibility requirement and more information regarding these income continuation benefits, please visit https://www.butler.edu/hr/benefits

> Requesting a Leave of Absence

Call your Employer to request your absence.

Call York at 888.436.9530 or visit timeoff.yorkrisk.com to initiate a request for leave.

Provide information requested by York as soon as possible.
Butler University also offers Long Term Disability. See the chart below for the details:

<table>
<thead>
<tr>
<th>Do I qualify for this benefit?</th>
<th>This benefit is available for all active FT employees working 37.5 hours or more per week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What percent of my paycheck will be covered?</td>
<td>60%</td>
</tr>
<tr>
<td>What is the maximum amount I’ll be paid monthly?</td>
<td>$14,000</td>
</tr>
<tr>
<td>How long do I have to wait until my benefits kick in?</td>
<td>360 days of eligible, personal medical disability.</td>
</tr>
<tr>
<td>How long do my benefits last</td>
<td>Your benefits last until Social Security Full Retirement Age (SSFRA*).</td>
</tr>
<tr>
<td>Is there a pre-existing condition?</td>
<td>Yes. You cannot receive benefits for a disability... (1) For which you receive treatment within 3 months prior to the policy’s effective date OR (2) That occurs within the first 12 months of coverage.</td>
</tr>
<tr>
<td>Will tax be deducted from my monthly benefit?</td>
<td>Yes, since Butler is paying for this premium, the IRS will consider this as taxable income.</td>
</tr>
<tr>
<td>How does my PTO and accrued Vacation time tie into this wait?</td>
<td>Since there is a longer waiting period before the LTD benefits begin, there should be no overlap with your PTO or Vacation time.</td>
</tr>
<tr>
<td>Does this benefit pay if I’m also claiming Worker’s Comp?</td>
<td>No – you cannot claim Worker’s Comp and LTD benefits at the same time.</td>
</tr>
</tbody>
</table>

*SSFRA the Social Security Full Retirement Age as figured by the 1983 amendment or any later amendment to the Social Security Act.

For eligibility requirement and more information regarding these income continuation benefits, please visit [https://www.butler.edu/hr/benefits](https://www.butler.edu/hr/benefits)

Please Note
There may be a list of exclusions, pre-existing conditions and/or limitations that come with your Short Term and/or Long-Term Disability plans. Please review your plan certificate for full details.

ouble Requesting a Leave of Absence

Call your Employer to request your absence.

Call York at 888.436.9530 or visit [timeoff.yorkrisk.com](http://timeoff.yorkrisk.com) to initiate a request for leave.

Provide information requested by York as soon as possible.

[Butler University logo]
403b Retirement Plans

Retirement Plan Contributions and Match—TIAA
Butler University wants to assist employees in their effort to save for retirement and provides an opportunity for employees to make pre-tax contributions to both a tax deferred annuity plan (TDA), and after 1 year of service (min 1000 hours), employees are eligible to participate in the Defined Contribution retirement Plan (DCP). Both plans are administered by TIAA. All employees are eligible to participate in the TDA plan on the first of the month after their date of hire. No matching contributions are provided through the TDA plan.

Participation in the DCP plan requires the employee to contribute 5% of their base salary and Butler University will provide a matching contribution of 10% to the plan on behalf of the participating employee. You will make your contribution election(s) for the retirement plan by setting up your account with TIAA and following the online instructions. Please follow the instructions below to get started.
(More information available at https://www.butler.edu/hr/benefits/financial/retirement-savings-plan.)

Quick Guide to Managing Your Retirement Account Online

Enroll Online and Elect Per Pay Contribution Amount

- Go to www.TIAA.org/butler
- Click ENROLL OR UPDATE.
- If you are a first-time user: Click Register with TIAA to create your user ID and password.
- If you are a returning user: Enter your TIAA user ID and click Log In.
- Follow the prompts and print out the confirmation page. You are now enrolled. Important: Employees are eligible to make contribution elections online at any time. Paper salary reduction forms are no longer needed. Please be aware that there are election deadlines required for processing online elections. Review the payroll date and election date schedule provided on the TIAA website.

Change Investments for Future Contributions

- Go to www.TIAA.org/butler and click Log In.
- Enter your TIAA user ID and password.
- In the My Account drop-down menu, select Manage Investments.
- Select Change Allocation of Contributions and select each account/contract you would like to update and enter your investment instructions.

Transfer Funds

- Go to www.TIAA.org/butler and click Log In.
- Enter your TIAA user ID and password.
- In the My Account drop-down menu, select Manage Investments.
- Select Change My Investments and select each account/contract you would like to update and enter your investment instructions.
Change Beneficiary Designation

- Go to www.TIAA.org/butler and click Log In.
- Enter your TIAA user ID and password.
- In the My Account drop-down menu, select Change Beneficiaries.

How TIAA Can Help You

<table>
<thead>
<tr>
<th>Helpful Hint</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Online Information and Account Information** | Use TIAA.org/butler to:  
- Establish a secure user ID and password.  
- Review and update your personal information.  
- Update your beneficiary designation.  
- Check account balances, make contribution elections and review per pay contributions.  
- Change the investment of future contributions.  
- Transfer assets among the plan’s investment options.  
- View and research the performance of the plan’s investment options.  
- Sign up for eDelivery of materials you’d prefer to receive by email.  
- Get loan information.  
- Access retirement planning tools and calculators. |
| **Automated Phone Access (available 24/7)** | 800-842-2252 |
| **Phone Support** | Call 800-842-2252  
Weekdays, 8 a.m. to 10 p.m. (ET) and Saturdays, 9 a.m. to 6 p.m. (ET) |
| **Retirement Plan Advice and Guidance** | Online: Go to www.TIAA.org/retirementadvisor.  
- Log in to your account and follow the on-screen instructions.  
- To schedule a one-on-one advice and guidance session, by phone or in person, call TIAA at 800-732-8353, weekdays, 8 a.m. to 8 p.m. (ET). Or visit www.TIAA.org/schedulenow.  
- Investment advice is not available to participants who reside outside of the United States. |
| **Financial Education** | TIAA offers many resources to help you learn more about saving and managing your finances. Visit www.TIAA.org/ve to participate in live webinars or visit www.TIAA.org/advice to access information about budgeting, college savings, investing and more. |
| **Online Tools and Calculators** | Go to www.TIAA.org/tools for interactive planning tools.  
- Under Retirement Planning, select the Retirement Goal Evaluator for an estimate of how much of your salary you might be able to replace at retirement.  
- Under Taxes, select the Tax Advantage Calculator to estimate the long-term growth potential of money contributed to a tax-deferred annuity. Under Saving and Investing, select the Asset Allocation Evaluator for sample portfolios based on your answers to a few questions. |
Paid Time Off & Leave of Absence

Holidays

The following are the official observed holidays:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and day after Thanksgiving
- Christmas Day through New Year’s Day*

*Must be employed on the first working day in December to qualify for benefit

Vacation

Nine (9) and ten (10) month full-time faculty are NOT eligible for paid vacation.

All regular Nine (9), ten (10) and 12-month Full-time staff and twelve (12) month faculty are eligible to receive vacation benefits. Paid vacation time is available and is distributed over a June 1 – May 31 fiscal year.

For employees hired between June 1 and February 28, the employee’s time of service will be counted as one year. Employees hired between March 1st and May 31st will be required to waiting until June 1st of the following fiscal year to increase to the next levels.

During the first year of employment, Level 2 new employees (All staff designated Director level and above) will receive the following pro-rated vacation allotments based on date of hire:

| Level 2 (All staff designated as Director level and above) Vacation Allotment |
|---------------------------------|-----------------|-----------------|
| **Hired before 20th of**       | **# days given**| **Hired before 20th of** | **# days given** |
| June                            | 20              | December         | 10              |
| July                            | 18              | January          | 8               |
| August                          | 17              | February         | 7               |
| September                       | 15              | March            | 5               |
| October                         | 13              | April            | 3               |
| November                        | 12              | May              | 0               |
During the first year of employment, **Level 1 new employees (All staff not designated as a Director level or above)** will receive the following pro-rated vacation allotments based on date of hire:

<table>
<thead>
<tr>
<th>Hired before 20th of</th>
<th># of days given</th>
<th>Hired before 20th of</th>
<th># of days given</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>10</td>
<td>December</td>
<td>5</td>
</tr>
<tr>
<td>July</td>
<td>9</td>
<td>January</td>
<td>4</td>
</tr>
<tr>
<td>August</td>
<td>8</td>
<td>February</td>
<td>3</td>
</tr>
<tr>
<td>September</td>
<td>8</td>
<td>March</td>
<td>3</td>
</tr>
<tr>
<td>October</td>
<td>7</td>
<td>April</td>
<td>2</td>
</tr>
<tr>
<td>November</td>
<td>6</td>
<td>May</td>
<td>0</td>
</tr>
</tbody>
</table>

### Full-Time Staff Personal Time Off

All regular nine (9), ten (10) and twelve (12) month, full-time STAFF and (12) month faculty are eligible to participate in the personal time off program. At the beginning of every fiscal year records eligible employees will show an allotment of personal time off of (8) days to a maximum of 64 hours (June 1st to May 31st).

New employees hired within the fiscal year will receive a pro-rated amount of PTO based upon date hired.

<table>
<thead>
<tr>
<th>Hired Between</th>
<th># of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1 &amp; August 20</td>
<td>60 hrs. / 8 days</td>
</tr>
<tr>
<td>August 21 &amp; November 20</td>
<td>40 hrs. / 6 days</td>
</tr>
<tr>
<td>November 21 &amp; February 20</td>
<td>20 hrs. / 3 days</td>
</tr>
<tr>
<td>After February 20</td>
<td>0/0</td>
</tr>
</tbody>
</table>
Additional Benefit Offerings

Long-Term Care Insurance

All eligible employees have the opportunity to apply for Long Term Care (LTC) insurance coverage with full medical underwriting through Genworth Life Insurance Company (Genworth Life) at competitive group rates. Coverage under this Program is portable, so it will move with you if you retire or leave the University. Newly hired full-time employees working at least 37.5 hours per week have the opportunity to apply with fewer medical requirements depending on your age, during the first 30 days after becoming benefits eligible. Take advantage of this opportunity to learn what long term care insurance can do to help protect your financial future. To learn more about the program, plan options, get a cost estimate, and apply online, go to the website: www.genworth.com/butler, or call customer service at 1-800-416-3624, Monday–Friday 8:00 AM–8:00 PM ET.

What is Long Term Care Insurance?
Long Term Care Insurance provides help for an extended period of time with activities that most of us take for granted, such as getting dressed, showering, feeding ourselves and moving around. LTC insurance provides coverage for services when they are required for an extended period of time and are not associated with acute care or short-term illnesses.

Why Long Term Care Insurance?

LTC insurance can help you:
- Protect your retirement savings and assets
- Protect your family from the burdens of care giving
- Protect your ability to stay in your own home

The Choices:

This program offers three simple choices specifically designed for employees and their eligible family members.
- Choose a Monthly Benefit Amount
- Choose a Total Coverage Amount
- Choose a Benefit Increase Option

Premiums:
Affordable premiums are based on your age when you apply and your plan choices. You’ll never be younger than you are now, so premiums for this program may never be lower.

Who Is Eligible to Apply?
Actively-at-work, full-time employees.
Family members aged 18-75 including:
- Spouses or domestic partners
- Parents, including step and parents-in-law
- Grandparents, including step and grandparents-in-law
- Siblings, including step and siblings-in-law
- Adult children (no spouses)

Eligibility Requirements:
All eligible employees and family members must maintain a permanent US residence and have a valid Social Security or Tax Identification number from the US Government.
- Eligible full-time employees must be 18 or older, actively at work, benefits eligible and working at least 37.5 hours per week.
- Family members must be between age 18 and 75.
**Tuition Remission and Tuition Exchange**

After 9 months of full-time service, Butler University provides full tuition remission for classes taken at Butler for employees, spouses, and dependent children who have successfully completed admission requirements. The 9-month waiting period may be waived with prior, verifiable, paid work experience in higher education. Employees and spouses are covered for undergraduate or graduate level work, while dependent children are eligible for their first undergraduate degree only. Employees are limited to six (6) credit hours per semester (with agreement from supervisor) to accommodate work schedules. Please refer to the Tuition Remission policy for eligibility requirements, the approval process and further information.

Butler University also participates in The Tuition Exchange program with approximately 600 other private colleges/universities across the country. A listing of participating schools is available at [www.tuitionexchange.org](http://www.tuitionexchange.org). Additional information and rules for both Tuition Remission and Tuition Exchange are available in Human Resources at [https://www.butler.edu/hr/tuition-remission](https://www.butler.edu/hr/tuition-remission).

**Employee Assistance Program (EAP)**

Butler University provides free and confidential employee assistance program to all employees. Through the EAP program, employees can find support, resources and information for personal and work-life issues. The ComPsych program provides confidential, professional counseling for up to three (3) free visits for each family member per year to assist with times of stress, family, and/or marital counseling, drug/alcohol abuse. Further information about the Employee Assistance Program can be found at: [https://www.butler.edu/hr/benefits/health-wellness/employee-assistance-program](https://www.butler.edu/hr/benefits/health-wellness/employee-assistance-program).

**Meditation at the Blue House: Center for Faith & Vocation (CFV)**

- For full and part time faculty, staff and students
- An opportunity to incorporate a wellness practice into the work life at Butler, CFV offers meditation instruction in the Buddhist and Shambhala (Secular) traditions
- Group instruction is offered Thursdays and Fridays from 12:15-12:45 PM
- [Center for Faith & Vocation: https://www.butler.edu/cfv](https://www.butler.edu/cfv)

**Miscellaneous Benefits**

- Weekly Meditation through Center for Faith & Vocation
- Discounted tickets to selected Clowes Hall and athletic events
- Bookstore discount
- Computer loan program available after 9 months employment
- Library privileges at Irwin Library or the Science Library in the Holcomb Building
- No-cost membership available to Elements Financial Credit Union and select benefits with PNC Bank

Free online financial wellness workshops through Elements Financial: [http://memberfi.elements.org/](http://memberfi.elements.org/)
Employee Wellness Incentives

You can’t give your personal best if you don’t feel your best. Working with the Health and Recreation Complex, Healthy Horizons, and Human Resources, Butler University has developed the following financial incentives to encourage faculty and staff participation in on-campus programs and services that can help you achieve your health goals.

*Note: all information can be found at [www.butler.edu/wellnessincentives](http://www.butler.edu/wellnessincentives) except for massage and physical therapy.

**Health & Recreation Complex (HRC)**

**Membership / Day Pass**
- For Full and Part-Time Employees
- $250 per year
- $3 for a single use day pass

**Fitness Assessment**
- For Full and Part-Time Employees
- $25 incentive annually

**Personal Training**
- For Full and Part-Time Employees
- $30 per session ($10 discount for HRC members)

**HRC Dietitian Session**
- For Full and Part-Time Employees
- $20 per session

**Contact**
- [www.butler.edu/wellnesincentives](http://www.butler.edu/wellnesincentives)

**Massage Therapy**
- For Full and Part-Time Employees plus Families
- $65 for a 60-minute session ($10 discount for HRC members)
- $85 for a 90-minute session ($10 discount for HRC members)
- [www.butler.edu/massage](http://www.butler.edu/massage)

**St. Vincent Physical Therapy located at the HRC**
- For Full and part time employees and spouse/domestic partner and/or dependent
- [www.butler.edu/physicaltherapy](http://www.butler.edu/physicaltherapy)

**FREE Wellness Programs**
- Noon-time Group Fitness classes, Basketball & Volleyball at HRC: [https://www.butler.edu/fitness/group-fitness-classes](https://www.butler.edu/fitness/group-fitness-classes)
- Free Morning & Noon-Time Walking at HRC and indoor & outdoor Campus Walking/Jogging Routes: [https://www.butler.edu/fitness/jogging-and-walking-routes](https://www.butler.edu/fitness/jogging-and-walking-routes)
Welcome to Healthy Horizons

Healthy Horizons Wellness Incentives
All Butler employees (full or part-time), as well as spouses enrolled in Butler’s group health plan, have the opportunity to obtain $100 annually when they complete a Wellness Consult through Healthy Horizons. An additional $150 can be obtained through the completion of health coaching sessions. The number of health coaching sessions required for the additional $150 is determined by results from your Wellness Consult. Contact us at healthyhorizons@butler.edu or at 317-940-8143 to schedule your appointment.

Healthy Horizons Rewards Program
The Rewards Program is a fun and easy way to earn rewards for all of the healthy behaviors you do daily. The rewards card can be submitted one time per semester. A Summer Games Reward Program is also available. The rewards card is now located online and can be accessed from our website: www.butler.edu/healthyhorizons.

A Healthier Butler U
Updated daily, the blog provides health tips and a wide variety of wellness resources. You can access it from the Connection home page or by visiting http://blogs.butler.edu/healthyhorizons to subscribe by email.

Lunch and Learns
Employees are invited to enjoy their lunch during a presentation on health and wellness, often presented by fellow Butler faculty or staff. Topics vary month to month, so watch the Connection for announcements.

Start Your Success Story Today

For more information on any of our programs, please visit us at www.butler.edu/healthyhorizons or contact us at healthyhorizons@butler.edu or at 317-940-8143 with questions.
All services are available at no cost to Butler faculty and staff (full or part-time), as well as spouses if they are enrolled in Butler’s group health plan.

Wellness Consults
Healthy Horizons provides a comprehensive and confidential wellness package FREE to Butler University faculty and staff. We are conveniently located in the College of Pharmacy and Health Sciences building in PHSB110. Wellness Consults are performed by clinical pharmacists from the College of Pharmacy and Health Sciences. The Health Screening portion requires you to fast for 10-12 hours before the appointment and will consist of a Body Composition Analysis (weight and body fat percentage), Complete Lipid Panel (cholesterol), A1c (diabetes screening), and Blood Pressure assessment. Our clinical pharmacists will also recommend specific screenings, vaccinations, and preventive strategies to improve your health and reduce chances of developing certain health conditions. Wellness Consults typically take around 45 minutes.

Health Management and Laboratory Services
Healthy Horizons offers Health Management programs where our clinical pharmacists can help you manage a variety of health conditions. Our pharmacists can work together with your healthcare provider in order to determine the best treatment for you. Contact Healthy Horizons to determine if an order from your healthcare provider is required. Inquire regarding any additional lab tests not listed.

<table>
<thead>
<tr>
<th>Health Management and Lab Services</th>
<th>Additional Lab Tests</th>
</tr>
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<tbody>
<tr>
<td>Diabetes Management: A1c</td>
<td>Lipid Panel</td>
</tr>
<tr>
<td>Cholesterol Management: Total Cholesterol, LDL, HDL, Triglycerides, non-HDL, VLDL</td>
<td>Total Cholesterol, HDL, LDL, non-HDL Cholesterol, Triglycerides, VLDL</td>
</tr>
<tr>
<td>Warfarin/Coumadin* monitoring: INR/Protime</td>
<td>Lipid Panel Plus</td>
</tr>
<tr>
<td>Weight Management: Body Composition and Body Mass Index</td>
<td>Total Cholesterol, HDL, LDL, non-HDL Cholesterol, Triglycerides, VLDL, Alanine Aminotransferase (ALT), Aspartate Aminotransferase (AST)</td>
</tr>
<tr>
<td>Nutrition Consults: Customized dietary plan based on your individual metabolism</td>
<td>Comprehensive Metabolic Panel</td>
</tr>
<tr>
<td>Blood Pressure and Asthma Management: Medication review and monitoring</td>
<td>Albumin, Alkaline Phosphatase, Alanine Aminotransferase (ALT), Aspartate Aminotransferase (AST), Blood Urea Nitrogen, Calcium, Chloride, Creatinine, Glucose, Potassium, Sodium, Total Bilirubin, Total Carbon Dioxide, Total Protein</td>
</tr>
</tbody>
</table>

Diabetes Education
Healthy Horizons has clinical pharmacists on staff who have expertise in managing diabetes, pre-diabetes, and risk factors for developing diabetes in order to keep you healthy. Meeting with a clinical pharmacist can help you monitor blood sugar levels, suggest dietary recommendations, advise a physical activity program, and answer any questions you have regarding your readings or medications.

Medication Management
We offer medication management appointments to Butler faculty, staff, as well as spouses enrolled in Butler’s group health plan. The program offers the opportunity to meet privately with a pharmacist to answer questions regarding your prescription medications and health conditions. The pharmacist may provide recommendations on how to save money on your medications or develop a medication action plan to help you achieve your health related goals. You and your spouse qualify for the program if you are taking at least one monthly prescription medication for diabetes, high blood pressure, high cholesterol, GERD/heartburn, asthma, anxiety, low thyroid, depression, or are taking four or more monthly prescriptions.

Tobacco Cessation
We can help you quit tobacco! We support Butler faculty and staff to quit tobacco for good. You will meet privately with a clinical pharmacist to develop a personalized step-by-step plan to quit tobacco. The clinical pharmacist will work to help you find key triggers and the best ways to avoid these in the future. They will be available as a support system when you get a craving and help you lead a healthy, tobacco-free life.
Questions and Answers

**How do I elect / waive my coverage?**
Open Enrollment Election or waiver of Medical, Dental, and Vision plans (only) is completed through Butler University’s My.Butler.edu. At this time, all other enrollments or changes require paper forms which you may request from askHR@butler.edu.

**Where do I find enrollment forms?**
Unless you have been informed otherwise, if you are enrolling during the 2019 Open Enrollment period, you will follow the instructions at the beginning of this guide and complete your enrollment online through My.Butler.edu. Documents such as rate sheets and plan summary documents can be found on https://www.butler.edu/hr/benefits/2019-open-enrollment.

**I’m enrolling in the CDHD Plan, how do I get my HSA?**
If enrolling in the HSA eligible CDHD plan, you will need to open an HSA bank account through HSA Authority. For account opening instructions, review the HSA section of this guide, or visit The HSA Authority website at www.theHSAauthority.com.

The Butler Employer Code is 143674.

**Address:** The HSA Authority, HSA Operations, PO Box 3606, Evansville, IN 47735
**Email:** info@theHSAauthority.com
**Phone:** 888-472-8697, Monday through Friday 8:00 AM–8:00 PM and Saturday 8:00 AM–3:00 PM ET

**Whom do I contact with benefits questions?**
For general information or additional copies of forms, contact askHR@butler.edu.

**What happens to my FSA rollover funds if I decide to enroll in the CDHD plan with an HSA for 2019?**
If you move from a PPO plan with FSA to the CDHD plan with HSA for 2019 and you had $500 or less in your FSA, your FSA funds will rollover into a Limited Use FSA for 2019. These funds can only be used for eligible dental and vision claims. You will not be allowed to contribute further funds to the Limited Use FSA account.

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The information in this Enrollment Guide is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Guide was taken from various summary plan descriptions and benefit information.

While every effort was taken to report your benefits accurately, discrepancies or errors are always possible. In case of discrepancy between the Guide and the actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about your Guide, contact Human Resources.
Behind this Page, You Will Find...

Important Forms and Annual Federal Notices...
Notifications for Employees

Substance Abuse Policy – Annual Notification for Employees

As a part of its commitment to safeguard the health of its employees, to provide a safe environment, and to promote a drug-free community, Butler University established a Substance Abuse policy in regard to the use or abuse of alcohol and illegal drugs by its employees and applicants for employment. This policy complies with the federal “Drug Free Workplace Act of 1988.”

The University established this policy to ensure that employees do not abuse alcohol or use illegal drugs while engaged in University-related activities or business. The purpose of the policy is to communicate the University’s position on alcohol and drug abuse in the workplace and to advise employees of testing and other procedures that will be used if abuse is observed or suspected.

- The policy is found at: www.butler.edu/hr/policies
- For information on drug and alcohol counseling employees may contact:
  - Employee Assistance Program: ComPsych Guidance Resources
    - To confidentially request services online visit: guidanceresouces.com Butler Web ID: ONEAMERICA3
    - To confidentially request services via phone call 1-855-387-9727

Health Insurance Exchange Notice

For Employers Who Offer a Health Plan to Some or All Employees

New Health Insurance Marketplace Coverage Options and Your Health Coverage

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: The Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2018 for coverage starting as early as January 1, 2019.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you’re eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage
your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.\footnote{An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.}

\textbf{Note:} If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution— as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

**How Can I Get More Information?**
For more information about your coverage offered by your employer, please check your summary plan description or contact:

Anila Din  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-6683  
adin@butler.edu

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit \url{https://www.healthcare.gov} for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

**PART B: Information About Health Coverage Offered by Your Employer**
This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

<table>
<thead>
<tr>
<th>3. Employer name</th>
<th>4. Employer Identification Number (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butler University</td>
<td>35-0867977</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Employer address</th>
<th>6. Employer phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>4600 Sunset Avenue</td>
<td>(317) 940-8000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. City</th>
<th>8. State</th>
<th>9. ZIP code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indianapolis</td>
<td>Indiana</td>
<td>46208</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Who can we contact about employee health coverage at this job?</th>
<th>11. Phone number</th>
<th>12. Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anila Din</td>
<td>(317) 940-6683</td>
<td><a href="mailto:adin@butler.edu">adin@butler.edu</a></td>
</tr>
</tbody>
</table>

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - ☑ Some employees. Eligible employees are:
    To be eligible to enroll as a Subscriber, an individual must be an employee of the Employer who is entitled to participate in the benefit plan arranged by the Employer, who has satisfied any probationary or waiting period established by the Employer who is Actively At Work, and meets the Plan's eligibility criteria.
  - With respect to dependents:
    - ☑ We do offer coverage. Eligible dependents are: the Subscriber's legal spouse, the Subscribers or the Subscriber's spouse's children, and Children for whom the Subscriber or the Subscriber’s spouse is a legal guardian or as otherwise required by law.
If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

Note: Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

Genetic Information Nondiscrimination Act (GINA) Disclosures

Genetic Information Nondiscrimination Act of 2008

The Genetic Information Nondiscrimination Act of 2008 ("GINA") protects employees against discrimination based on their genetic information. Unless otherwise permitted, your Employer may not request or require any genetic information from you or your family members.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic information," as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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 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). However, you must request enrollment within 31 days days after your or your dependents’ other coverage ends (or after the employer stops contributing toward the other coverage).

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 31 days days after the marriage, birth, adoption, or placement for adoption.

If you or your dependent(s) lose coverage under a state Children’s Health Insurance Program (CHIP) or Medicaid, you may be able to enroll yourself and your dependents. However, you must request enrollment within 60 days after the loss of CHIP or Medicaid coverage.

If you or your dependent(s) become eligible to receive premium assistance under a state CHIP or Medicaid, you may be able to enroll yourself and your dependents. However, you must request enrollment within 60 days of the determination of eligibility for premium assistance from state CHIP or Medicaid.

To request special enrollment or obtain more information, contact Anila Din at 4600 Sunset Avenue, Jordan Hall 037, Indianapolis, Indiana 46208, (317) 940-6683, adin@butler.edu.
Notice of Privacy Practices

Butler University
4600 Sunset Avenue
Indianapolis, Indiana 46208
(317) 940-8000
www.butler.edu

Privacy Official:

Anila Din
4600 Sunset Avenue, Jordan Hall 037
Indianapolis, Indiana 46208
(317) 940-6683
adin@butler.edu
Effective Date: 10/01/2018

Your Information. Your Rights. Our Responsibilities.
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.

Your Rights
You have the right to:

• Get a copy of your health and claims records
• Correct your health and claims records
• Request confidential communication
• Ask us to limit the information we share
• Get a list of those with whom we’ve shared your information
• Get a copy of this privacy notice
• Choose someone to act for you
• File a complaint if you believe your privacy rights have been violated

Your Choices
You have some choices in the way that we use and share information as we:

• Answer coverage questions from your family and friends
• Provide disaster relief
• Market our services and sell your information

Our Uses and Disclosures
We may use and share your information as we:

• Help manage the health care treatment you receive
• Run our organization
• Pay for your health services
• Administer your health plan
• Help with public health and safety issues
• Do research
• Comply with the law
• Respond to organ and tissue donation requests and work with a medical examiner or funeral director
• Address workers’ compensation, law enforcement, and other government requests
• Respond to lawsuits and legal actions
Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of health and claims records

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct health and claims records

- You can ask us to correct your health and claims records if you think they are incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will consider all reasonable requests, and must say “yes” if you tell us you would be in danger if we do not.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations.
- We are not required to agree to your request, and we may say “no” if it would affect your care.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information of the Privacy Official on the first page of this notice.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.
Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information

Our Uses and Disclosures

How do we typically use or share your health information?
We typically use or share your health information in the following ways.

Help manage the health care treatment you receive

We can use your health information and share it with professionals who are treating you.

Example: A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.

Run our organization

- We can use and disclose your information to run our organization and contact you when necessary.
- We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage. This does not apply to long term care plans.

Example: We use health information about you to develop better services for you.

Pay for your health services

We can use and disclose your health information as we pay for your health services.

Example: We share information about you with your dental plan to coordinate payment for your dental work.

Administer your plan

We may disclose your health information to your health plan sponsor for plan administration.

Example: Your company contracts with us to provide a health plan, and we provide your company with certain statistics to explain the premiums we charge.
How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:
- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

Do research

We can use or share your information for health research.

Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Respond to organ and tissue donation requests and work with a medical examiner or funeral director

- We can share health information about you with organ procurement organizations.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers’ compensation, law enforcement, and other government requests

We can use or share health information about you:
- For workers’ compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our web site, and we will mail a copy to you.
**Women's Health and Cancer Rights Act (WHCRA) Notices**

**Enrollment Notice**
If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women’s Health and Cancer Rights Act of 1998 (WHCRA). 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 lymphedema.

These benefits will be provided 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:

<table>
<thead>
<tr>
<th></th>
<th>PPO Core Plan</th>
<th>PPO Plus Plan</th>
<th>CDHD Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Network</td>
<td>Out of Network</td>
<td>In Network</td>
</tr>
<tr>
<td>Deductible</td>
<td>$1,650</td>
<td>$3,300</td>
<td>$1,150</td>
</tr>
<tr>
<td>Coincursance</td>
<td>25%</td>
<td>50%</td>
<td>20%</td>
</tr>
</tbody>
</table>

If you would like more information on WHCRA benefits, call your plan administrator at (317) 940-6683.

**Annual Notice**
Do you know that your plan, as required by the Women’s Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services including all stages of reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy, including lymphedema? Call your plan administrator at (317) 940-6683 for more information.

**Mental Health Parity and Addiction Equity Act (MHPAEA) Disclosure**
The Mental Health Parity and Addiction Equity Act of 2008 generally requires group health plans and health insurance issuers to ensure that financial requirements (such as co-pays and deductibles) and treatment limitations (such as annual visit limits) applicable to mental health or substance use disorder benefits are no more restrictive than the predominant requirements or limitations applied to substantially all medical/surgical benefits. For information regarding the criteria for medical necessity determinations made under the Butler University Welfare Benefit Plan with respect to mental health or substance use disorder benefits, please contact your plan administrator at (317) 940-6683.
Employer’s Children’s Health Insurance Program (CHIP) Notice

Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you’re eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2018. Contact your State for more information on eligibility —

<table>
<thead>
<tr>
<th>ALABAMA – Medicaid</th>
<th>FLORIDA – Medicaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 1-855-692-5447</td>
<td>Phone: 1-877-357-3268</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALASKA – Medicaid</th>
<th>GEORGIA – Medicaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 1-866-251-4861</td>
<td>- Click on Health Insurance Premium Payment (HIPP)</td>
</tr>
<tr>
<td>Email: <a href="mailto:CustomerService@MyAKHIPP.com">CustomerService@MyAKHIPP.com</a></td>
<td>Phone: 404-656-4507</td>
</tr>
<tr>
<td>Medicaid Eligibility: <a href="http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx">http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx</a></td>
<td>Medicaid Eligibility: <a href="http://www.indianamedicaid.com">http://www.indianamedicaid.com</a></td>
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</tbody>
</table>

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<thead>
<tr>
<th>ARKANSAS – Medicaid</th>
<th>INDIANA – Medicaid</th>
</tr>
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<tbody>
<tr>
<td>Phone: 1-855-MyARHIPP (855-692-7447)</td>
<td>Phone: 1-877-438-4479</td>
</tr>
<tr>
<td>All other Medicaid</td>
<td>All other Medicaid</td>
</tr>
<tr>
<td>Website: <a href="http://www.in.gov/fssa/hip/">http://www.in.gov/fssa/hip/</a></td>
<td>Website: <a href="http://www.indianamedicaid.com">http://www.indianamedicaid.com</a></td>
</tr>
<tr>
<td>Phone: 1-800-403-0864</td>
<td>Phone: 1-800-403-0864</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLORADO – Health First Colorado (Colorado’s Medicaid Program) &amp; Child Health Plan Plus (CHP+)</th>
<th>IOWA – Medicaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health First Colorado Website: <a href="https://www.healthfirstcolorado.com/">https://www.healthfirstcolorado.com/</a></td>
<td>Website: <a href="http://dhs.iowa.gov/hawk-i">http://dhs.iowa.gov/hawk-i</a></td>
</tr>
<tr>
<td>Health First Colorado Member Contact Center: 1-800-221-3943/ State Relay 711</td>
<td>Phone: 1-800-257-8563</td>
</tr>
<tr>
<td>CHP+: Colorado.gov/HCPF/Child-Health-Plan-Plus</td>
<td>All other Medicaid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KANSAS – Medicaid</th>
<th>NEW HAMPSHIRE – Medicaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 1-785-296-3512</td>
<td>Phone: 603-271-5218</td>
</tr>
<tr>
<td></td>
<td>Hotline: NH Medicaid Service Center at 1-888-901-4999</td>
</tr>
<tr>
<td>State</td>
<td>Medicaid Website</td>
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<tr>
<td>---------------</td>
<td>-------------------------------------------------------</td>
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<tr>
<td>Kentucky</td>
<td><a href="https://chfs.ky.gov">https://chfs.ky.gov</a></td>
</tr>
<tr>
<td>Louisiana</td>
<td><a href="http://dhh.louisiana.gov/index.cfm/subhome/1/n/331">http://dhh.louisiana.gov/index.cfm/subhome/1/n/331</a></td>
</tr>
<tr>
<td>Massachusetts</td>
<td><a href="http://www.mass.gov/eohhs/gov/departments/masshealth/">http://www.mass.gov/eohhs/gov/departments/masshealth/</a></td>
</tr>
<tr>
<td>Missouri</td>
<td><a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a></td>
</tr>
<tr>
<td>Mississippi</td>
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<tr>
<td>Montana</td>
<td><a href="http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP">http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</a></td>
</tr>
<tr>
<td>Nebraska</td>
<td><a href="http://www.ACCESSNebraska.ne.gov">http://www.ACCESSNebraska.ne.gov</a></td>
</tr>
<tr>
<td>Nevada</td>
<td><a href="http://dhcfp.nv.gov">http://dhcfp.nv.gov</a></td>
</tr>
<tr>
<td>New York</td>
<td><a href="https://www.health.ny.gov/health_care/medicaid/">https://www.health.ny.gov/health_care/medicaid/</a></td>
</tr>
<tr>
<td>North Carolina</td>
<td><a href="https://dma.ncdhhs.gov/">https://dma.ncdhhs.gov/</a></td>
</tr>
<tr>
<td>North Dakota</td>
<td><a href="http://www.nd.gov/dhs/services/medicalserv/medicaid/">http://www.nd.gov/dhs/services/medicalserv/medicaid/</a></td>
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<tr>
<td>North Dakota</td>
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<tr>
<td>Oklahoma</td>
<td><a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a></td>
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<tr>
<td>Oregon</td>
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<tr>
<td>Pennsylvania</td>
<td><a href="http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm">http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm</a></td>
</tr>
<tr>
<td>Rhode Island</td>
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<tr>
<td>South Carolina</td>
<td><a href="http://www.scdhhs.gov">http://www.scdhhs.gov</a></td>
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<tr>
<td>South Dakota</td>
<td><a href="http://dss.sd.gov">http://dss.sd.gov</a></td>
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<tr>
<td>South Dakota</td>
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<tr>
<td>Texas</td>
<td><a href="http://gethippoptexas.com/">http://gethippoptexas.com/</a></td>
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<tr>
<td>Texas</td>
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<tr>
<td>Utah</td>
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<tr>
<td>Vermont</td>
<td><a href="http://www.greenmountaincare.org/">http://www.greenmountaincare.org/</a></td>
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<tr>
<td>Vermont</td>
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<tr>
<td>Washington</td>
<td><a href="https://hca.wa.gov/free-or-low-cost-health-care/program-administration/premium-payment-program">https://hca.wa.gov/free-or-low-cost-health-care/program-administration/premium-payment-program</a></td>
</tr>
<tr>
<td>Washington</td>
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<tr>
<td>West Virginia</td>
<td><a href="http://mywvhipp.com/">http://mywvhipp.com/</a></td>
</tr>
<tr>
<td>West Virginia</td>
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<tr>
<td>Wisconsin</td>
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<tr>
<td>Wyoming</td>
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</table>
To see if any other states have added a premium assistance program since July 31, 2018, or for more information on special enrollment rights, contact either:

**U.S. Department of Labor**
Employee Benefits Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

**U.S. Department of Health and Human Services**
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565
Introduction

You’re getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

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 other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan’s Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health 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.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a “qualifying event.” Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you’re an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

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

If you’re the spouse of an employee, you’ll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- 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 entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- 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 entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a “dependent child.”
When is COBRA continuation coverage available?
The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to:

Anila Din  
Associate Vice President of Human Resources  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-6683  
adin@butler.edu

How is COBRA continuation coverage provided?
Once the Plan Administrator receives notice 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 on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

- Disability extension of 18-month period of COBRA continuation coverage  
If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

- Second qualifying event extension of 18-month period of continuation coverage  
If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?
Yes. 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 coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, 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) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA’s website.) For more information about the Marketplace, visit www.healthcare.gov.

Keep your Plan informed of address changes
To protect your family’s rights, let the Plan Administrator know about 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.

Plan contact information
Butler University Welfare Benefit Plan
Anila Din
4600 Sunset Avenue, Jordan Hall 037,
Indianapolis, Indiana 46208
(317) 940-6683
adin@butler.edu
ACA Section 1557 Nondiscrimination Notice

Discrimination is Against the Law
Butler University complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Butler University does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Butler University:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact Anila Din.

[THE FOLLOWING APPLIES ONLY TO EMPLOYERS WITH 15 OR MORE EMPLOYEES]

If you believe that Butler University has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with:

Anila Din
Associate Vice President of Human Resources
4600 Sunset Avenue, Jordan Hall 037
Indianapolis, Indiana 46208
(317) 940-6683
adin@butler.edu

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Anila Din, Associate Vice President of Human Resources, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)
A. The Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

B. Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

C. Right To Be Free From Discrimination and Retaliation

If you:

- Are a past or present member of the uniformed service;
- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service; then an employer may not deny you
  - Initial employment;
  - Reemployment;
  - Retention in employment;
  - Promotion; or
  - Any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

D. Health Insurance Protection

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

E. Enforcement

- The U.S. Department of Labor, Veterans’ Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its Web site at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm.
• If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the Internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. U.S. Department of Labor, Veterans' Employment and Training Service, 1-866-487-2365.
EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

The United States Department of Labor Wage and Hour Division

Leave Entitlements
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

• The birth of a child or placement of a child for adoption or foster care;
• To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
• To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
• For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
• For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

Benefits & Protections
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

• Have worked for the employer for at least 12 months;
• Have at least 1,250 hours of service in the 12 months before taking leave;* and
• Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

*Special “hours of service” requirements apply to airline flight crew employees.

Requesting Leave
Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that
hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### Employer Responsibilities

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

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For additional information or to file a complaint:

**1-866-4-USWAGE**  
(1-866-487-9243) TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)  
U.S. Department of Labor | Wage and Hour Division
Medicare Part D Creditable Coverage Notice

Important Notice from Butler 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 Butler University and about your options under Medicare’s prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, 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. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare’s prescription drug coverage:

- 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.
- Butler University has determined that the prescription drug coverage offered by the Butler University Welfare Benefit Plan is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.

When Can You Join a Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens to Your Current Coverage If You Decide to Join a Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Butler University coverage will be affected. You should compare your current coverage, including which drugs are covered, with the coverage and cost of the plans offering Medicare prescription drug coverage. For additional information about prescription drug coverage offered by the Butler University active 2019 plans, please visit the butler university Human Resources Health and Wellness Benefits web page, [www.butler.edu/hr/benefits/health-wellness](http://www.butler.edu/hr/benefits/health-wellness).

If you do decide to join a Medicare drug plan and drop your current Butler University coverage, be aware that you and your dependents will (if a current employee) and will not (if a retiree/COBRA Member) be able to get this coverage back. You cannot participate in Butler University’s prescription drug plan and Medicare Part D at the same time.
When Will You Pay a Higher Premium (Penalty) to Join a Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Butler University and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

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

Contact the person listed below for further information call Anila Din at (317) 940-6683. 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 Butler University changes. You also may request a copy of this notice at any time.

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 www.medicare.gov
- 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 www.socialsecurity.gov, 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, therefore, whether or not you are required to pay a higher premium (a penalty).

Date: 09/25/2018
Name of Entity/Sender: Butler University
Contact--Position/Office: Anila Din, Associate Vice President of Human Resources
Address: 4600 Sunset Avenue, Jordan Hall 037, Indianapolis, Indiana 46208
Phone Number: (317) 940-6683
Glossary

This glossary has many commonly used terms but isn't a full list. These glossary terms and definitions are intended to be educational and may be different from the terms and definitions in your plan. Some of these terms also might not have the same meaning when used in your policy or plan, and in any such case, the policy or plan governs. (See your Summary of Benefits and Coverage for information on how to get a copy of your policy or plan document.)

- **Bold blue** text indicates a term defined in this Glossary.
- See the last page of this glossary for an example showing how *deductibles*, *co-insurance* and *out-of-pocket limits* work together in a real-life situation.

**Allowed Amount:** Maximum amount on which payment is based for covered health care services. This may be called “eligible expense,” “payment allowance” or “negotiated rate.” If your provider charges more than the allowed amount, you may have to pay the difference. (See Balance Billing.)

**Appeal:** A request for your health insurer or plan to review a decision or a grievance again.

**Balance Billing:** When a provider bills you for the difference between the provider’s charge and the allowed amount. For example, if the provider’s charge is $100 and the allowed amount is $70, the provider may bill you for the remaining $30. A preferred provider may not balance bill you for covered services.

**Co-insurance:** Your share of the costs of a covered health care service, calculated as a percent (for example, 20%) of the allowed amount for the service. You pay co-insurance plus any deductibles you owe. For example, if the health insurance or plan’s allowed amount for an office visit is $100 and you’ve met your deductible, your co-insurance payment of 20% would be $20. The health insurance or plan pays the rest of the allowed amount.

**Complications of Pregnancy:** Conditions due to pregnancy, labor and delivery that require medical care to prevent serious harm to the health of the mother or the fetus. Morning sickness and a non-emergency caesarean section aren’t complications of pregnancy.

**Co-payment:** A fixed amount (for example, $15) you pay for a covered health care service, usually when you receive the service. The amount can vary by the type of covered health care service.

**Deductible:** The amount you owe for health care services your health insurance or plan covers before your health insurance or plan begins to pay. For example, if your deductible is $1000, your plan won’t pay anything until you’ve met your $1000 deductible for covered health care services subject to the deductible. The deductible may not apply to all services.

**Durable Medical Equipment (DME):** Equipment and supplies ordered by a health care provider for everyday or extended use. Coverage for DME may include: oxygen equipment, wheelchairs, crutches or blood testing strips for diabetics.

**Emergency Medical Condition:** An illness, injury, symptom or condition so serious that a reasonable person would seek care right away to avoid severe harm.

**Emergency Medical Transportation:** Ambulance services for an emergency medical condition.

**Emergency Room Care:** Emergency services you get in an emergency room.

**Emergency Services:** Evaluation of an emergency medical condition and treatment to keep the condition from getting worse.

**Excluded Services:** Health care services that your health insurance or plan doesn’t pay for or cover.

**Grievance:** A complaint that you communicate to your health insurer or plan.

**Habilitation Services:** Health care services that help a person keep, learn or improve skills and functioning for daily living. Examples include therapy for a child who isn’t walking or talking at the expected age. These services may include physical and occupational therapy, speech-language pathology and other services for people with disabilities in a variety of inpatient and/or outpatient settings.
**Health Insurance**: A contract that requires your health insurer to pay some or all your health care costs in exchange for a **premium**.

**Home Health Care**: Health care services a person receives at home.

**Hospice Services**: Services to provide comfort and support for persons in the last stages of a terminal illness and their families.

**Hospitalization**: Care in a hospital that requires admission as an inpatient and usually requires an overnight stay. An overnight stay for observation could be outpatient care.

**Hospital Outpatient Care**: Care in a hospital that usually doesn’t require an overnight stay.

**In-network Co-insurance**: The percent (for example, 20%) you pay of the **allowed amount** for covered health care services to providers who contract with your **health insurance** or plan. In-network co-insurance usually costs you less than out-of-network co-insurance.

**In-network Co-payment**: A fixed amount (for example, $15) you pay for covered health care services to providers who contract with your **health insurance** or plan. In-network co-payments usually are less than out-of-network co-payments.

**Medically Necessary**: Health care services or supplies needed to prevent, diagnose or treat an illness, injury, condition, disease or its symptoms and that meet accepted standards of medicine.

**Network**: The facilities, providers and suppliers your health insurer or plan has contracted with to provide health care services.

**Non-Preferred Provider**: A provider who doesn’t have a contract with your health insurer or plan to provide services to you. You’ll pay more to see a non-preferred provider. Check your policy to see if you can go to all providers who have contracted with your **health insurance** or plan, or if your health insurance or plan has a “tiered” network and you must pay extra to see some providers.

**Out-of-network Co-insurance**: The percent (for example, 40%) you pay of the **allowed amount** for covered health care services to providers who do not contract with your **health insurance** or plan. Out-of-network co-insurance usually costs you more than in-network co-insurance.

**Out-of-network Co-payment**: A fixed amount (for example, $30) you pay for covered health care services from providers who do not contract with your **health insurance** or plan. Out-of-network co-payments usually are more than in-network co-payments.

**Out-of-Pocket Limit**: The most you pay during a policy period (usually a year) before your health insurance or plan begins to pay 100% of the **allowed amount**. This limit never includes your **premium**, balance-billed charges or health care your health insurance or plan doesn’t cover. Some health insurance or plans don’t count all your co-payments, deductibles, co-insurance payments, out-of-network payments or other expenses toward this limit.

**Physician Services**: Health care services a licensed medical physician (M.D. – Medical Doctor or D.O. – Doctor of Osteopathic Medicine) provides or coordinates.

**Plan**: A benefit your employer, union or other group sponsor provides to you to pay for your health care services.

**Preauthorization**: A decision by your health insurer or plan that a health care service, treatment plan, **prescription drug** or durable medical equipment is medically necessary. Sometimes called prior authorization, prior approval or precertification. Your **health insurance** or plan may require preauthorization for certain services before you receive them, except in an emergency. Preauthorization isn’t a promise your health insurance or plan will cover the cost.

**Preferred Provider**: A provider who has a contract with your health insurer or plan to provide services to you at a discount. Check your policy to see if you can see all preferred providers or if your health insurance or plan has a “tiered” network and you must pay extra to see some providers. Your health insurance or plan may have preferred providers who are also “participating” providers. Participating providers also contract with your health insurer or plan, but the discount may not be as great, and you may have to pay more.

**Premium**: The amount that must be paid for your **health insurance** or plan. You and/or your employer usually pay it monthly, quarterly or yearly.

**Prescription Drug Coverage**: **Health insurance** or plan that helps pay for **prescription drugs** and medications.

**Prescription Drugs**: Drugs and medications that by law require a prescription.
**Primary Care Physician:** A physician (M.D. – Medical Doctor or D.O. – Doctor of Osteopathic Medicine) who directly provides or coordinates a range of health care services for a patient.

**Primary Care Provider:** A physician (M.D. – Medical Doctor or D.O. – Doctor of Osteopathic Medicine), nurse practitioner, clinical nurse specialist or physician assistant, as allowed under state law, who provides, coordinates or helps a patient access a range of health care services.

**Provider:** A physician (M.D. – Medical Doctor or D.O. – Doctor of Osteopathic Medicine), health care professional or health care facility licensed, certified or accredited as required by state law.

**Reconstructive Surgery:** Surgery and follow-up treatment needed to correct or improve a part of the body because of birth defects, accidents, injuries or medical conditions.

**Rehabilitation Services:** Health care services that help a person keep, get back or improve skills and functioning for daily living that have been lost or impaired because a person was sick, hurt or disabled. These services may include physical and occupational therapy, speech-language pathology and psychiatric rehabilitation services in a variety of inpatient and/or outpatient settings.

**Skilled Nursing Care:** Services from licensed nurses in your own home or in a nursing home. Skilled care services are from technicians and therapists in your own home or in a nursing home.

**Specialist:** A physician specialist focuses on a specific area of medicine or a group of patients to diagnose, manage, prevent or treat certain types of symptoms and conditions. A non-physician specialist is a provider who has more training in a specific area of health care.

**UCR (Usual, Customary and Reasonable):** The amount paid for a medical service in a geographic area based on what providers in the area usually charge for the same or similar medical service. The UCR amount sometimes is used to determine the allowed amount.

**Urgent Care:** Care for an illness, injury or condition serious enough that a reasonable person would seek care right away, but not so severe as to require emergency room care.
You and Your Insurer Share Costs: Example

Jane’s Plan Details:
Deductible: $1,500
Co-insurance: 20%
Out-of-Pocket Limit: $5,000

January 1<sup>st</sup>
Beginning of Coverage Period

January 1<sup>st</sup>
Beginning of Coverage Period

December 31<sup>st</sup>
End of Coverage Period

Jane has reached her $1,500 deductible yet.
Her plan doesn’t pay any of the costs.
Office visit costs: $125
Jan Pays: $125
Her plan pays: $0

Jane reaches her $1,500 deductible, co-insurance begins
Jane has seen a doctor several times and paid $1,500 in total.
Her plan pays some of the costs for her next visit.
Office visit costs: $75
Jane Pays: 20% of $75 = $15
Her plan pays: 80% of $75 = $60

Jane reaches her $5,000 out-of-pocket limit
Jane has seen the doctor often and paid $5,000 in total. Her plan pays the full cost of her covered health care services for the rest of the year.
Office visit costs: $200
Jane Pays: $0
Her plan pays: $200
### Customer Service Contacts

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<thead>
<tr>
<th>Vendor</th>
<th>Phone Number</th>
<th>Web Address</th>
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<tbody>
<tr>
<td><strong>Apta Health</strong></td>
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<tr>
<td>Medical</td>
<td>1-877-610-8817</td>
<td><a href="https://Butler.myaptahealth.com">https://Butler.myaptahealth.com</a></td>
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<td>Prescription Drugs</td>
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<td><strong>Delta Dental</strong></td>
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<tr>
<td>Dental</td>
<td>1-800-524-0149</td>
<td><a href="http://www.deltadentalin.com">www.deltadentalin.com</a></td>
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<td><strong>EyeMed</strong></td>
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<tr>
<td>Vision</td>
<td>1-866-723-0514</td>
<td><a href="http://www.eyemed.com">www.eyemed.com</a></td>
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<td><strong>Discovery Benefits</strong></td>
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<tr>
<td>FSA</td>
<td>1-866-451-3245</td>
<td><a href="http://www.discoverybenefits.com/employees">www.discoverybenefits.com/employees</a></td>
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<td><strong>HSA Authority</strong></td>
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<td>HSA</td>
<td>1-888-472-8697</td>
<td><a href="http://www.thehsaauthroity.com">www.thehsaauthroity.com</a></td>
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<td><strong>One America</strong></td>
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<tr>
<td>Life and AD&amp;D</td>
<td>1-800-553-5318</td>
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<td>Short Term Disability</td>
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<td>Long Term Disability</td>
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<td><strong>Healthy Horizons</strong></td>
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<tr>
<td>Wellness Provider</td>
<td>317-940-8143</td>
<td><a href="http://www.butler.edu/healthyhorizons">www.butler.edu/healthyhorizons</a></td>
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<tr>
<td><strong>TIAA</strong></td>
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<tr>
<td>Retirement Plan</td>
<td>765-497-8746</td>
<td><a href="http://www.tiaa.org/butler">www.tiaa.org/butler</a></td>
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<td><strong>Butler University HR</strong></td>
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<tr>
<td>Human Resources Office JH 037</td>
<td>317-940-9355</td>
<td><a href="mailto:askhr@butler.edu">askhr@butler.edu</a></td>
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<tr>
<td>HR Benefits Office JH 052</td>
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**DISCLAIMER:** This guide describes some of the benefit plans available to you as an employee of Butler University. It is not a Summary Plan Description, and it does not provide all the details. The details of these plans are contained in the official Plan Documents, including some insurance contracts. If there are discrepancies between the information in this guide and the official Plan Documents, provisions of the Plan Documents will govern. Butler University reserves the right to terminate, amend, suspend, withdraw or modify any plan in whole or in part at any time. Plan Documents are available upon request from HR.