

**BUTLER** UNIVERSITY



2022

# Employee Benefits

Health. Finance. Work-Life Balance.

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 2022.

## 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 2022 benefit options:
  1. Read this Benefit Guide.
  2. Review the 2022 Open Enrollment website at [https://www.butler.edu/2022/Benefits Open Enrollment](https://www.butler.edu/2022/Benefits%20Open%20Enrollment)
- 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](https://www.butler.edu) during Open Enrollment: October 18, 2021 through October 29, 2021.

**New Hires:** Complete any time during your first 30 days of employment.

- 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](https://www.butler.edu) to get started, and click on *PeopleSoft HR/Payroll*, then *Benefits*.
- Review your existing coverage and/or select new coverage.
- 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. Verify that your mailing address, dependent information, and elections are all correct. Save a copy of the Benefits Confirmation Statement which is attached to the message. Please contact [askHR@butler.edu](mailto: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).
- You will not receive new insurance cards unless you are electing benefits for the first time or changing benefits.
- Once the plan year begins, review your paycheck. If you notice errors in your payroll deductions, notify [askHR@butler.edu](mailto: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](mailto:askHR@butler.edu) to make life insurance beneficiary changes, or login to [www.tiaa.org/butler](https://www.tiaa.org/butler) to update your retirement plan beneficiaries.

**Even if you do not have any changes from the current year, you still must make your benefit elections in the my.Butler system.**



# How Butler is Helping to Take Care of You

At Butler University, we care about you and your family's wellbeing. From physical health to financial standing, we've got you covered throughout each stage of life. That's why we've put together a holistic benefits package – take a glance at your options below.

Benefit	Carrier	How Butler Helps You & Your Family
Medical/Prescription Coverage	Apta Health	You & Butler share the cost
Dental Coverage	Delta Dental	You & Butler share the cost
Vision Coverage	EyeMed	You pay 100% of the premium
Basic Term Life and AD&D	OneAmerica	Butler pays 100% of the premium for you
Short Term Disability	OneAmerica	Butler pays 100% of the premium for you
Long Term Disability	OneAmerica	Butler pays 100% of the premium for you
Optional Life Insurance and AD&D	OneAmerica	If you need more life insurance coverage, Butler and OneAmerica offer the opportunity for you to elect.
Medical Flexible Spending Account / Dependent Care Flexible Spending Account	WEX	Set aside pre-tax money for medical and dependent care expenses. Butler and WEX will help you pay medical bills or reimburse you when you pay out-of-pocket.
Health Spending Account	HSA Authority	Butler contributes \$750 for individuals or \$1,500 for Employee/Spouse/Child(ren)/Family annually
Employee Assistance Program	ComPsych	Butler pays 100% of the premium for you
Retirement Plan	TIAA	You are responsible for contributing. Butler will provide an employer match for eligible employees.
Tuition Remission/Exchange	Butler University	Butler provides 100% tuition remission to eligible employees, dependents & spouses who qualify after 9 months full-time service.
HRC	Butler University	Butler pays a \$25 incentive for completing a fitness assessment and offers a free annual membership at the HRC for all full-time employees. Part-time employees may get a discounted membership.
Wellness Incentive	Butler University	Butler pays a \$100 incentive to any employee and/or spouse who gets a wellness exam with their Primary Care Physician as long as they are enrolled in one of Butler's Medical Plans.
Long-Term Care	Genworth Life	You pay 100% of the premium
Paid Parental Leave of Absence	Butler University	Butler pays 100% of your salary for up to 8 weeks while on approved parental leave for the birth or adoption of a child.
<b>NEW FOR 2022: Orthopedic Surgical Incentive</b>	UMR/Ortho Indy	Effective January 1, 2022, Butler has expanded the Medical Benefit to include an incentive for using Ortho Indy for your orthopedic surgical procedures. Additional information is provided later on in the guide.

# 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.

Definitions		Benefits Available					
		Medical	Rx	Dental	Vision	Life	Disability
Employee (EE)	As an employee of Butler University, you can enroll in our employee benefits if: <ul style="list-style-type: none"> <li>You are a regular full-time employee and/or</li> <li>You are regularly scheduled to work 30 hours a week or more (37.5 hours per week for Life and Disability Insurance).</li> <li>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.</li> </ul>	☺	☺	☺	☺	☺	☺
Spouse (SP)	Spouses eligible to enroll include: <ul style="list-style-type: none"> <li>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)</li> </ul>	☺	☺	☺	☺	☺**	X
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): <ul style="list-style-type: none"> <li>Biological child</li> <li>Adopted or placed for adoption</li> <li>Stepchildren</li> <li>Under legal guardianship</li> <li>Any of the above at ANY age who is legally dependent on you due to a physical or mental disability</li> </ul>	☺	☺	☺	☺	☺**	X

\* Spouse is eligible for Life insurance through the end of the plan year in which they turn 70 years of age.

\*\* Dependents are eligible for Life insurance through the end of the plan year in which they turn 26 years of age.

## COVERAGE BEGINS

If you enroll during Open Enrollment, the benefits discussed in this guide will be effective starting January 1, 2022.

If you are newly hired or qualify for our benefits, you have 30 days from date of hire/eligibility to enroll, and your benefits will go into effect on your date of hire/eligibility.

## COVERAGE ENDS

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.
- 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 age 26



# 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. Missing this vital deadline can mean losing coverage and/or being unable to change benefit elections until you experience a qualifying event.

Qualifying Life Events are defined by the IRS and require certain documentation. Examples of events include but are not limited to:



CHANGE IN  
**Marital  
Status**



CHANGE IN  
**Number of  
Dependents**



CHANGE IN  
**Employment  
Status**



CHANGE IN  
**Court Ordered  
Coverage**

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

You will need to let Human Resources ([benefits@butler.edu](mailto:benefits@butler.edu)) know **in writing** within 30 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 our 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 2022. Participation and pre-tax contributions require enrollment every year.
- You will not have personal HSA contributions for 2022. 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.



### HAVE SPECIFIC QUESTIONS ABOUT OPEN ENROLLMENT?

Please reach out to Human Resources TODAY at [askHR@butler.edu](mailto: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.

**BE PREPARED.**

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



# Medical & Rx

Butler University provides three medical plan options which are administered by **Apta Health**. Your healthcare network for 2022 is United Healthcare Choice Plus. For full details, please refer to your plan documents.

## IN-NETWORK & OUT-OF-NETWORK TIERS

Here's the good news: You can go to any provider you want to! The bad news? If you go to one that is not in the plan's network, you will be paying more money for those services. Obviously, it's better to find an in-network provider, and you can do so by going to [https://www.umar.com/oss/cms/umar/choice\\_plus\\_excl.html](https://www.umar.com/oss/cms/umar/choice_plus_excl.html).

The In-Network and Out-of-Network tiers for each plan are broken down as follows:

PPO Core Plan		PPO Plus Plan		CDHD-HSA Plan	
In-Network: <b>UHC Choice Plus</b>	Out-of-Network: More Expensive	In-Network: <b>UHC Choice Plus</b>	Out-of-Network: More Expensive	In-Network: <b>UHC Choice Plus</b>	Out-of-Network: More Expensive

## At-A-Glance

Network	PPO Core Plan		PPO Plus Plan		CDHD-HSA Plan	
	In-Network	Out-of-Network <sup>3</sup>	In-Network	Out-of-Network <sup>3</sup>	In-Network	Out-of-Network <sup>3</sup>
<b>Annual Deductible</b>						
Single	\$1,650	\$3,300	\$1,150	\$2,300	<b>\$2,800</b>	<b>\$ 5,600</b>
Family <sup>1</sup>	\$3,300	\$6,600	\$2,300	\$4,600	<b>\$5,600</b>	<b>\$11,200</b>
<b>Out-of-Pocket Maximum<sup>2</sup></b>						
Single	\$4,950	No Maximum	\$3,450	No Maximum	<b>\$5,600</b>	No Maximum
Family <sup>1</sup>	\$8,460	No Maximum	\$5,460	No Maximum	<b>\$9,400</b>	No Maximum
<b>Other Costs</b>	You Pay:		You Pay:		You Pay:	
Coinsurance Rate	25%	50%	20%	50%	20%	40%
<b>Account Attached to Plan<sup>4</sup></b>	<b>FSA</b>		<b>FSA</b>		<b>HSA</b>	
Can Employee Contribute?	Yes		Yes		Yes	
Employer Contribution	Not Applicable		Not Applicable		Paid in lump sum by 2/1/2019	
Single	N/A		N/A		\$750	
Family <sup>1</sup>	N/A		N/A		\$1,500	
Max Contribution Allowed Per Year	\$ 2,750		\$2,750		\$2,900 – Employee Only <sup>5</sup> \$5,800 – Family <sup>1,5</sup>	
Do Funds Carry Over?	Full residual carryover from 2021-2022		Full residual carryover from 2021-2022		Yes	

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 \$3,650 for individuals or \$7,300 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.

<b>Premiums</b>	<b>PPO Core Plan</b>	<b>PPO Plus Plan</b>	<b>CDHD-HSA Plan</b>
<b>9 Month</b>			
EE Only	\$83.98	\$260.19	\$62.35
EE + Spouse	\$422.81	\$839.11	\$338.98
EE + Child(ren)	\$257.37	\$515.23	\$205.93
Family	\$646.30	\$1,134.97	\$518.41
<b>12 Month</b>			
EE Only	\$62.97	\$195.14	\$46.76
EE + Spouse	\$317.11	\$629.33	\$254.23
EE + Child(ren)	\$193.03	\$386.42	\$154.45
Family	\$484.73	\$851.22	\$388.81
<b>Bi-Weekly: 9 Month</b>			
EE Only	\$39.78	\$123.25	\$29.53
EE + Spouse	\$200.28	\$397.47	\$160.57
EE + Child(ren)	\$121.91	\$244.05	\$97.55
Family	\$306.14	\$537.62	\$245.57
<b>Bi-Weekly: 12 Month</b>			
EE Only	\$29.07	\$90.07	\$21.58
EE + Spouse	\$146.35	\$290.46	\$117.34
EE + Child(ren)	\$89.09	\$178.35	\$71.29
Family	\$223.72	\$392.87	\$179.45
<b>Annually</b>			
EE Only	\$755.75	\$2,341.71	\$561.12
EE + Spouse	\$3,805.28	\$7,552.00	\$3,050.82
EE + Child(ren)	\$2,316.32	\$4,637.04	\$1,853.36
Family	\$5,816.71	\$10,214.69	\$4,665.71





# Prescription Drugs

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

## Prescriptions

PPO Core Plan 30 Day Supply		PPO Plus Plan 30 Day Supply		CDHD-HSA Plan 30 Day Supply		
Tier	In Network Retail	In Network Retail		In Network Retail		
1	\$10	\$10		20%*		
2	\$35	\$35		20%*		
3	\$75	\$75		20%*		
4	25% to a maximum of \$150	25% to a maximum of \$150		20%*		
PPO Core Plan 90 Day Supply		PPO Plus Plan 90 Day Supply		CDHD-HSA Plan 90 Day Supply		
Tier	In-Network Retail	Magellan Mail Order	In-Network Retail	Magellan Mail Order	In-Network Retail	Magellan Mail Order
1	Not Covered	\$20	Not/Covered	\$10	Not Covered	20%*
2	Not Covered	\$70	Not Covered	\$60	Not Covered	20%*
3	Not Covered	\$150	Not Covered	\$150	Not Covered	20%*
4	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Copays apply <b>before</b> deductible (Combined with medical)		Copays apply <b>before</b> deductible (Combined with medical)		*Coinsurance applies <b>after</b> deductible (Combined with medical)		

### Quick Note on Prescription Medications:

- Two, 30-day retail prescription fills are allowed for maintenance medication before MagellanRx mail order fills are required.
- **Specialty Program – Select Drugs & Products.** All drugs listed on the Select Drugs and Products List require you seek prior review before your benefit will apply. A Program Case Coordinator will assist you with the process.
- Your Apta Health Care Coordinator can help you manage your prescriptions.
- OTC medication may be a \$0 copay for you.
- Smoking Cessation and anti-obesity medications are covered.



**NEW FOR 2022!**

## **ORTHOINDY**

BONE · JOINT · SPINE · MUSCLE

Effective January 1, 2022, Butler University employees and dependents will now have an expanded benefit for orthopedic and surgical procedures through Ortho Indy.

**Members who utilize Ortho Indy for inpatient and outpatient surgeries will receive a taxable payroll incentive of \$750 per qualified procedure!** Please note, this incentive is for inpatient and outpatient surgeries only. All surgeries will require a pre-certification. Reporting for these surgical services will be provided to Human Resources monthly so that Butler University can pay out your incentive. Please note that the report Butler receives will not expose Personal Health Information.

Although the incentive applies only to surgeries, additional services are also available from Ortho Indy. Members can work with the lowest cost and highest quality providers on other diagnosed musculoskeletal conditions such as low back pain, neck pain, spinal fractures, and ACL injuries to name a few.

In addition to high satisfaction and lower costs, members can expect a reduction in unnecessary or ineffective procedures, fewer complications, and fewer readmissions with top-performing providers.

Learn more about this new bonus opportunity by reaching out to your Apta Health Care Coordinators at: <https://butler.myaptahealth.com/> or call 877.610.8817.

Your Apta Health Care Coordinators can help confirm specific procedures that are available as well as assist in finding the desired provider and begin any pre-certification authorizations that may be necessary.



# Flexible Spending vs. Health Savings Accounts

Butler University offers multiple ways for you to save money on your annual expenses with tax-free options. Take a look at how an HSA or FSA can help keep money in your bank! We've broken down each option below. You elect how much money you would like to contribute. That money is deducted throughout the year from your paycheck, tax free. **The short version: You don't pay federal, state or FICA taxes on this income!**

2022	Medical FSA	Dependent Care FSA	Health Savings Account
<b>Am I eligible?</b>	If you contribute to an HSA, no. Otherwise, yes.	Yes	You can only open an HSA if you are participating in an HSA-eligible CDHD through your employer.
<b>What can I use it to pay for?</b>	IRS-approved prescriptions, dental, vision & medical; See <a href="https://www.irs.gov/pub/irs-pdf/p502.pdf">https://www.irs.gov/pub/irs-pdf/p502.pdf</a> 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: <ul style="list-style-type: none"> <li>• Dependent child under age 13</li> <li>• Physically or mentally disabled dependent of any age who spends 8+ hours per day in your home.</li> </ul>	IRS-approved prescriptions, dental, vision & medical; See <a href="https://www.irs.gov/pub/irs-pdf/p502.pdf">https://www.irs.gov/pub/irs-pdf/p502.pdf</a> for a list of approved expenses.
<b>When can I use it?</b>	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.)	Immediately (only those funds that have been deposited)
<b>Can I roll over funds?</b>	Yes. You may carry over a maximum of \$500 into the next plan year.	No. These funds are use-it-or-lose it!	Yes. You may carry over any funds you do not use.
<b>What is the minimum annual contribution?</b>	\$120	\$120	N/A
<b>What is the maximum annual contribution?</b>	\$2,750	\$5,000 (or \$2,500 if married and filing separately)	The IRS does put limits on the total dollars contributed per year. For 2022, the total is: <ul style="list-style-type: none"> <li>• Self-Only Limit: \$3,650</li> <li>• Family Limit: \$7,300</li> </ul> <b>55 or older?</b> Your limit is increased \$1,000 for "catch-up." YOU are responsible for making sure you don't exceed your limits.

<b>What does Butler University contribute?</b>	None.	None.	Single - \$750 Family - \$1,500
<b>What time will the 2022 account cover?</b>	You can incur claims from 1/1/22 – 12/31/22	You can incur claims from 1/1/22 – 12/31/22	Claims you incurred since your Health Savings Account was opened
<b>When is the “run-out period” (aka. the deadline to submit claims incurred in the above period)?</b>	March 31, 2022	March 31, 2022	Not Applicable
<b>How do I set-up my account?</b>	<p>You will need to complete the FSA enrollment paperwork to set up your account with WEX. Even if you signed up last year, you must re-enroll! FSA elections do not carry over year after year.</p> <p>When submitting expenses for payment, you can use the following methods:</p> <ul style="list-style-type: none"> <li>• Debit card</li> <li>• Direct deposit (requires special enrollment form)</li> <li>• Manually reimburse yourself</li> </ul> <p>HOWEVER – the IRS requires proof that you are spending appropriately. So, get itemized receipts from your care providers and KEEP THEM!</p> <p>WEX will require you to provide this proof to allow you to continue getting money out of your account.</p>	<p>You will need to complete the Dependent Care enrollment paperwork to set up your account with WEX. Even if you signed up last year, you must re-enroll! Dependent Care elections do not carry over year after year.</p> <p>When submitting expenses for payment, you can use the following methods:</p> <ul style="list-style-type: none"> <li>• Debit card</li> <li>• Direct deposit (requires special enrollment form)</li> <li>• Manually reimburse yourself</li> </ul> <p>HOWEVER – the IRS requires proof that you are spending appropriately. So, get itemized receipts from your care providers and KEEP THEM!</p> <p>WEX will require you to provide this proof to allow you to continue getting money out of your account.</p>	<p>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.</p> <p><b>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.</b></p>

If you have questions about your Flexible Spending Accounts call WEX at 1-866-451-3399 or go to their website at [www.discoverybenefits.com/employees](http://www.discoverybenefits.com/employees).

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](http://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](mailto: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



# Dental

Butler University aims to help promote your hygiene health by offering dental insurance through **Delta Dental**. Most dental plans allow you to choose which dentist you see—going to an in-network dentist will help save you money.

To find out if your dentist is in-network, go to [www.deltadental.com/us/en/find-a-dentist.html](http://www.deltadental.com/us/en/find-a-dentist.html). Dropdown to preferred specialty (optional), select Delta Dental PPO, type in your dentist’s last name (optional) and click “Find Dentists.”

Details		Dental Plan Option from Delta Dental of Indiana		
		Delta Dental PPO	Delta Dental Premier	Non-Participating
<b>Deductible</b>				
Individual		\$50	\$50	\$50
Family		\$100	\$100	\$100
<b>Annual Plan Payment Maximum</b>				
Individual		\$1,500	\$1,500	\$1,500
<b>Preventive Services</b>		Deductible does not apply		
Coverage rates for diagnostic & preventive services, emergency palliative treatment, sealants, brush biopsy and radiographic		100%	100%	100%*
<b>Basic Services</b>		Deductible applies		
Coverage rates for minor restorative services, endodontic services, periodontal services, oral surgery services, other basic services and relines and repairs		80%	70%	70%*
<b>Major Restorative Services</b>		Deductible applies		
Coverage rates for major restorative services and prosthodontic services		50%	40%	40%*
<b>Orthodontia</b>		Eligible children up to age 19		
Individuals Covered				
Lifetime Payment Maximum		\$1,000 per individual	\$1,000 per individual	\$1,000 per individual
Coverage Rate		50%	50%	50%*

\*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.

## Per Pay Premiums

Tier of Coverage	Costs to Purchase				
	9-month	12-month	Bi-Weekly 9-month	Bi-Weekly 12-month	Annually
Employee Only	\$9.88	\$7.41	\$4.68	\$3.42	\$88.92
Employee + Spouse	\$37.65	\$28.24	\$17.84	\$13.03	\$338.88
Employee + Child(ren)	\$22.73	\$17.05	\$10.77	\$7.87	\$204.60
Family	\$49.52	\$37.14	\$23.46	\$17.14	\$445.68



# Vision

Butler University wants to help protect the health of your eyes, that's why we provide vision insurance through **EyeMed**.

To find out if your eye doctor is in-network, go to [www.eyemed.com](http://www.eyemed.com). Click Member Login to search for providers. 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

Details	Vision Plan Option from EyeMed		
	In-Network	Out-of-Network	Frequency
Exam	\$10 copay	Up to \$42	Once every 12 months
Frames	\$130 allowance + 20% off remaining balance	Up to \$91	Once every 24 months
<b>Lenses</b>			
Single	\$20 copay	Up to \$40	Once every 12 months
Bifocal	\$20 copay	Up to \$60	
Trifocal	\$20 copay	Up to \$80	
Lenticular	\$20 copay	Up to \$100	
<b>Contact Lenses (in lieu of glasses)</b>			
Medically Necessary	\$0 copay; paid in full	Up to \$210	Once every 12 months
Elective (Non-Disposable)	\$140 allowance + 15% off remaining balance	Up to \$135	
Elective (Disposable)	\$140 allowance	Up to \$135	
<b>Additional Benefits</b>			
Standard Contact Lens Fitting and Follow Up	Discounted member cost not to exceed \$40		
Second Pair Discount	40% off additional pairs of sunglasses 15% discount on conventional lenses once funded benefit is used 20% off any item not covered by the plan including non-prescription sunglasses		
Lens Options	Photochromic, Standard Polycarbonate (Adults)		
Retinal Imaging	Discounted member cost not to exceed \$39		
Lasik or PRK from US Laser Network	15% off retail price or 5% off promotional price		

Per Pay Premiums	Costs to Purchase				
	9-month	12-month	Bi-Weekly 9-month	Bi-Weekly 12-month	Annually
<b>Tier of Coverage</b>					
Employee Only	\$9.16	\$6.87	\$4.34	\$3.17	\$82.44
Employee + Spouse	\$16.40	\$12.30	\$7.77	\$5.68	\$147.60
Employee + Child(ren)	\$19.16	\$14.37	\$9.08	\$6.63	\$172.44
Family	\$23.68	\$17.80	\$11.22	\$8.20	\$213.16



# Life Insurance

Life insurance is one way to secure your dependent's financial security, and Butler University offers options!

YOUR QUESTIONS	OUR ANSWERS – Basic Life Insurance Options from OneAmerica	
	Benefit Eligible Employees	
Am I eligible for this benefit?	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.	
How much would the benefit pay?	One (1) times the employee's annual base salary up to a maximum of \$300,000	
Does this benefit include AD&D Coverage? (See below) <sup>1</sup>	Yes	
How much does it cost to purchase?	That's the best part: NOTHING! This benefit is provided by Butler University at no charge to you.	
Can I bring this policy with me or convert it to an individual policy if I leave?	Yes	

Depending on you 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.

YOUR QUESTIONS	OUR ANSWERS – Voluntary Life Insurance Options from OneAmerica		
	For You	For Your Spouse	For Your Child(ren)
Am I eligible for this benefit?	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.		
What is Evidence of Insurability (EOI)?	EOI is something <b>OneAmerica</b> may ask for if you meet one of the following conditions: (1) This is your first 30 days of eligibility for the benefit, and you are electing coverage that is OVER a set amount; (2) You elected coverage in a previous year, and you are increasing the coverage you originally elected; or (3) You neglected to elect coverage when it first became available to you, and you now want to elect ANY amount of coverage. EOI usually involves a substantial set of questions and/or blood test to evaluate your current state of health.		
How much coverage is guaranteed to issue without EOI?	In your first 31 days of eligibility, you can elect up to \$500,000 without EOI.	In your first 31 days of eligibility, you can elect up to \$50,000 without EOI.	In your first 31 days of eligibility, all amounts are guaranteed to issue without EOI.
Does the payout benefit reduce over time?	Upon reaching 70 years of age, your original benefit amount will reduce to a certain percentage. Please see HR for more details.	Benefit terminates at the end of the plan year a spouse turns age 70.	Benefit terminates at the end of the month a dependent turns age 26.
Does this benefit include AD&D Coverage?	This coverage is elected separately.		
Can I bring this policy with me or convert it to an individual policy if I leave?	Yes		
How much does it cost?	You are responsible to pay the full cost to purchase this benefit. Supplemental Life insurance is available to eligible employees at a value up 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: <a href="https://www.butler.edu/hr/benefits/financial/life-accident-insurance">https://www.butler.edu/hr/benefits/financial/life-accident-insurance</a> .		



# Disability Insurance

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:

	Benefit Eligible Employees	
	Short Term Disability (STD) Options from OneAmerica	Long Term Disability (LTD) Options from OneAmerica
<b>Do I qualify for this benefit?</b>	This benefit is available for all active FT employees working 37.5 hours or more per week.	This benefit is available for all active FT employees working 37.5 hours or more per week.
<b>What percent of my paycheck will be covered?</b>	60% of monthly earnings	60% of monthly earnings
<b>What is the maximum amount I'll be paid?</b>	\$3,000 weekly	\$14,000 monthly
<b>Will tax be deducted from my monthly benefit?</b>	Yes, since Butler is paying for this premium, the IRS will consider this as income.	Yes, since Butler is paying for this premium, the IRS will consider this as taxable income.
<b>How does my PTO and accrued Vacation time tie into this wait?</b>	You are required to use any accrued vacation or personal time to pay yourself during the 7-day elimination period.	Since there is a longer waiting period before the LTD benefits begin, there should be no overlap with your PTO or Vacation time.
<b>Does this benefit pay if I'm also claiming Worker's Comp?</b>	No – you cannot claim Worker's Comp and STD benefits at the same time.	No – you cannot claim Worker's Comp and LTD benefits at the same time.

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

Provide information requested by Sedgwick as soon as possible.







# 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 the Butler University 403(b) Retirement Plan administered by TIAA. All Butler employees are eligible to participate in the plan on the first of the month after their date of hire.

Participation in the retirement plan, for the purpose of receiving employer matching contributions, requires the employee to contribute 5% of their base salary and Butler University will provide a discretionary matching contribution of 10% to the plan on behalf of the participating employee. Employees will make your salary deferral election(s) for the retirement plan by setting up your account with TIAA and following the online salary deferral election 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](http://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.
- Remember to balance out your supplemental retirement plan contribution so that you do not reach the annual IRS limit too soon. When this happens ALL your contributions are terminated, and you might miss out on the 10% employer match that you are eligible for.

### Change Investments for Future Contributions

- Go to [www.TIAA.org/butler](http://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](http://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](http://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

Helpful Hint	Details
<b>Online Information and Account Information</b>	Use TIAA.org/butler to: <ul style="list-style-type: none"> <li>• Establish a secure user ID and password.</li> <li>• Review and update your personal information.</li> <li>• Update your beneficiary designation.</li> <li>• Check account balances, make contribution elections and review per pay contributions.</li> <li>• Change the investment of future contributions.</li> <li>• Transfer assets among the plan's investment options.</li> <li>• View and research the performance of the plan's investment options.</li> <li>• Sign up for eDelivery of materials you'd prefer to receive by email.</li> <li>• Get loan information.</li> <li>• Access retirement planning tools and calculators.</li> </ul>
<b>Automated Phone Access (available 24/7)</b>	800-842-2252
<b>Phone Support</b>	Call 800-842-2252 Weekdays, 8 a.m. to 10 p.m. (ET) and Saturdays, 9 a.m. to 6 p.m. (ET)
<b>Retirement Plan Advice and Guidance</b>	<ul style="list-style-type: none"> <li>• Online: Go to <a href="http://www.TIAA.org/retirementadvisor">www.TIAA.org/retirementadvisor</a>.</li> <li>• Log in to your account and follow the on-screen instructions.</li> <li>• 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 <a href="http://www.TIAA.org/schedulenow">www.TIAA.org/schedulenow</a>.</li> <li>• Investment advice is not available to participants who reside outside of the United States.</li> </ul>
<b>Financial Education</b>	TIAA offers many resources to help you learn more about saving and managing your finances. Visit <a href="http://www.TIAA.org/webinars">www.TIAA.org/webinars</a> to participate in live webinars or visit <a href="http://www.TIAA.org/advice">www.TIAA.org/advice</a> to access information about budgeting, college savings, investing and more.
<b>Online Tools and Calculators</b>	Go to <a href="http://www.TIAA.org/tools">www.TIAA.org/tools</a> for interactive planning tools. <ul style="list-style-type: none"> <li>• Under <i>Retirement Planning</i>, select the <i>Retirement Goal Evaluator</i> for an estimate of how much of your salary you might be able to replace at retirement.</li> <li>• Under <i>Taxes</i>, select the <i>Tax Advantage Calculator</i> to estimate the long-term growth potential of money contributed to a tax-deferred annuity.</li> </ul> Under <i>Saving and Investing</i> , select the <i>Asset Allocation Evaluator</i> for sample portfolios based on your answers to a few questions.



# Paid Time Off & Vacation Pay

## Holidays

The following are the official observed holidays:

- Martin Luther King Day
- Memorial Day
- Juneteenth Holiday
- Independence Day
- Labor Day
- Thanksgiving and the 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. Vacation time is not available to part-time, occasional, and temporary staff members.

**All regular Nine (9), ten (10) and 12-month Full-time staff and twelve (12) month faculty are eligible to receive vacation benefits.** Vacation benefits are pro-rated based on hire date. Additionally, vacation benefits are pro-rated for 9 and 10-month employees. 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 1<sup>st</sup> and May 31<sup>st</sup> will be required to wait until June 1<sup>st</sup> of the following fiscal year to increase to the next levels.

**Level 1** (All staff **not designated** as a Director level or above): As of the beginning of the University's fiscal year (June 1<sup>st</sup>) employee records will show the annual allotment of vacation days. However, these days are neither earned by nor accrued for employees at that time. Rather, they are earned during the course of the year, on a pro-rata basis.

**Level 1 (All staff not designated as Director level or above) Vacation Allotment**

Years	# days given	Years	# days given
1 to 2 years	11	6 to 7 years	16
2 to 3 years	12	7 to 8 years	17
3 to 4 years	13	8 to 9 years	18
4 to 5 years	14	9 to 10 years	19
5 to 6 years	15	10 years and above	20

\*Less than one year of employment – up to 10 days, based upon month hired (see New Employees Hired Within the Fiscal Year Section)

**Level 2** (All staff **designated** Director level and above): As of the beginning of the University's fiscal year (June 1<sup>st</sup>) employee records will show the annual allotment of up to twenty (20) vacation days. However, these days are neither earned by nor accrued for employees at that time. Rather, they are earned during the course of the year, on a pro-rata basis. \*New employees hired within the fiscal year will receive time based upon the month hired (see New Employees Hired Within the Fiscal Year Section).

**\*New Employees Hired Within the Fiscal Year:** During the first year of employment new employees will be allotted vacation days of a pro-rated amount based on their hire date and level of position. These days are earned during the course of the year, on a pro-rata basis. An employee must be hired by the 20<sup>th</sup> of the month to be eligible for the full pro-rated amount. **The schedule for the first year and the month hired, is as follows:**

Level 1 (All staff not designated as a Director level or above) Vacation Allotment		Level 2 (All staff designated as Director level and above) Vacation Allotment	
Hired before 20th of	# of days given	Hired before 20th of	# of days given
June	10	June	20
July	9	July	18
August	8	August	17
September	8	September	15
October	7	October	13
November	6	November	12
December	5	December	10
January	4	January	8
February	3	February	7
March	3	March	5
April	2	April	3
May	0	May	0

## 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, eligible employees will show an allotment of personal time off of eight (8) days (June 1<sup>st</sup> to May 31<sup>st</sup>).

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

PTO Allotment	
Hired Between	# of days given
June 1 & August 20	8 days
August 21 & November 20	6 days
November 21 & February 20	3 days
After February 20	0 days



# Additional Benefit Offerings

## 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/benefits/financial/tuition-exchange> or <https://www.butler.edu/hr/benefits/financial/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 six (6) 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>

### Contact Your GuidanceResources® Program

Call: 855.365.4754  
TDD: 800.697.0353  
Online: [guidanceresources.com](http://guidanceresources.com)  
App: GuidanceResources® Now  
Web ID: ONEAMERICA6

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## 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>

## Butler Wellness Incentive

Butler is now offering a wellness incentive to any employee and/or spouse enrolled in one of Butler's medical plans. To receive this incentive, the employee and/or covered spouse must visit their In-Network Primary Care Physician for an annual wellness exam. The wellness exam requires lab work be completed and results confirmed at the time of the doctor visit. Both the doctor visit and lab work must be completed during the plan year (January 1, 2022 – December 31, 2022). Employees who are enrolled in a Butler Medical plan can receive \$100 for themselves and \$100 for their enrolled spouse.

A **Wellness Incentive Form** is included on page 21 of this guide, or you may request the form from [askHR@butler.edu](mailto:askHR@butler.edu).



**BUTLER UNIVERSITY WELLNESS INCENTIVE FORM**

Name of person who is receiving this wellness exam and screening: \_\_\_\_\_

(PLEASE PRINT)

Is this the:  Employee  Spouse

Date you signed this page: \_\_\_\_\_

Employee Name (Please Print): \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Employee Date of Birth: \_\_\_\_\_

Employee is currently enrolled in this Butler Medical Plan (Check one): **PPO Core**  **PPO Plus**  **CDHD HSA**

*My signature above means I understand that I am voluntarily receiving a wellness exam and screening and voluntarily giving this completed form to HR Services in Butler University's Human Resources department. Also, by signing this form, I am giving permission for Butler University to verify the information below by phone call to my physician. **Please make sure your physician's office retains a copy of this form for their records.***

**TO BE COMPLETED BY IN NETWORK MEDICAL PROVIDER:**

Butler University will pay a wellness incentive to the person named above for seeing an in network medical provider and having certain wellness screenings as noted below. **Please confirm which of these screenings have been performed. By checking "Yes" you are confirming the labs have been done and the results have been received.**

**PLEASE CHECK THE APPROPRIATE BOX(S) BELOW:**

- 1.  Yes  No **Blood pressure screening**
- 2.  Yes  No **Height/Weight**
- 3.  Yes  No **Wellness Lab work (such as CBC, lipid panel and glucose).**

Name of In Network Medical Provider: \_\_\_\_\_

Address of In Network Medical Provider: \_\_\_\_\_

Phone Number of In Network Medical Provider: \_\_\_\_\_

Signature of In Network Medical Provider: \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE OR SPOUSE: Return this completed form to [benefits@butler.edu](mailto:benefits@butler.edu). Information is subject to verification before your wellness incentive is paid.**

.....  
Date form received: \_\_\_\_\_ Is form complete and information verified?  Yes  No  
If yes, date to accounting for payment: \_\_\_\_\_ If no, date returned to employee for completion: \_\_\_\_\_

**Please note: Incentives will be processed monthly upon receipt and verification of the form.**

## Health & Recreation Complex (HRC)

### Membership / Day Pass

- For Full-Time Employees
  - Free Annual Membership
- For Part-Time Employees
  - \$3 for a single use day pass
  - \$250 for an annual membership



### HRC Recreation & Wellness Orientation

- Free for Full and Part-Time Employees
- Individual and group sessions available

### Personal Training

- For Full and Part-Time Employees
- Review details for fitness assessment and rates on the HRC Personal Training website [www.butler.edu/personaltraining](http://www.butler.edu/personaltraining)

### FREE Wellness Programs (for Part-Time and Full-time employees)

- Check out [www.butler.edu/hrc/butleremployee](http://www.butler.edu/hrc/butleremployee); the schedule for the free offerings for "Part-Time Staff" is under Part-Time Staff and Faculty.
  - Basketball
  - Group Fitness
  - Open Track

### Contact

- [hrc@butler.edu](mailto:hrc@butler.edu)

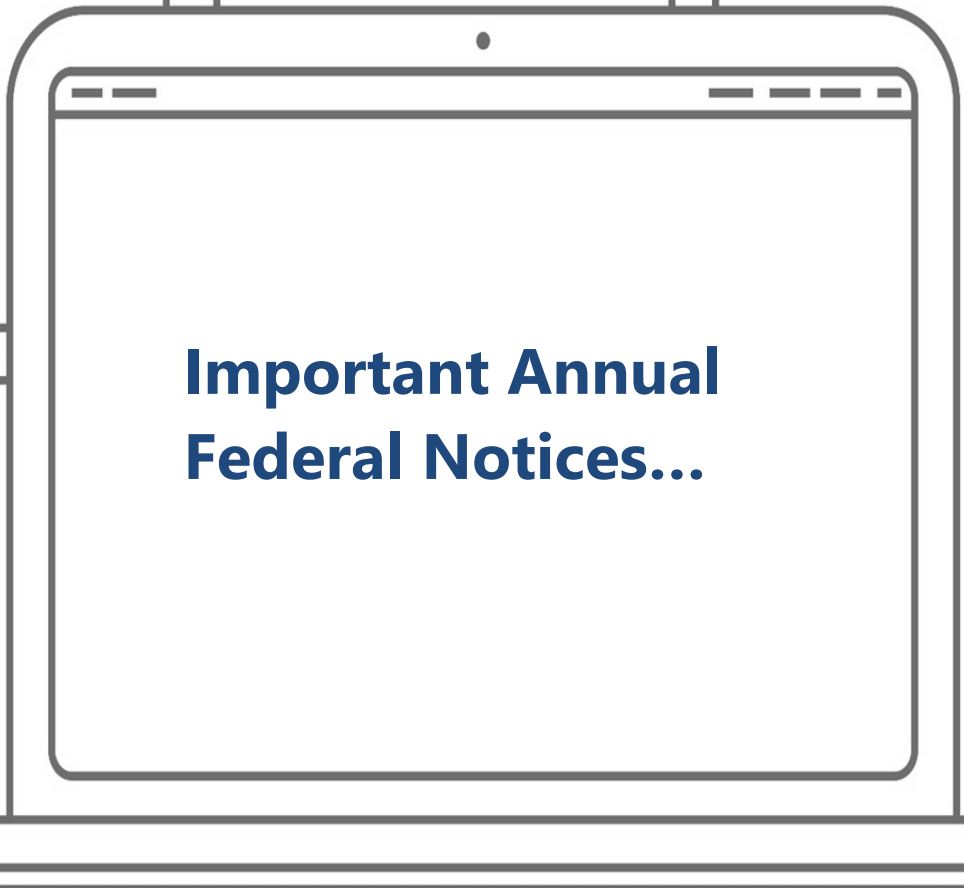
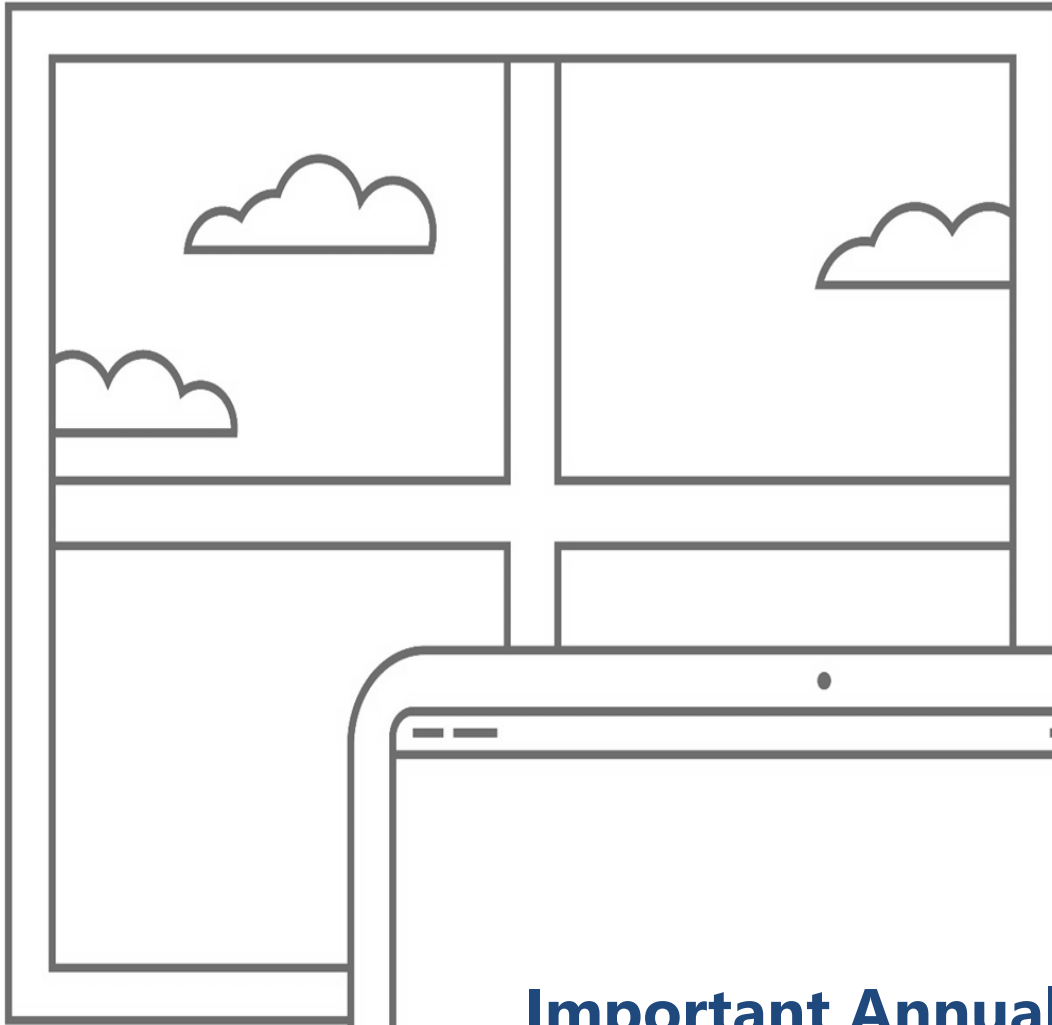
### Miscellaneous Benefits

- 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
- Dawg Bucks
- 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/>

*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 Annual  
Federal Notices...**







# 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.

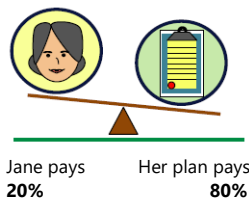
**Allowed Amount:** Maximum amount on which payment is based for covered health care services. This may be called "eligible expense," "payment allowance" or "negotiated rate." If your **provider** charges more than the allowed amount, you may have to pay the difference. (See **Balance Billing**.)

**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.



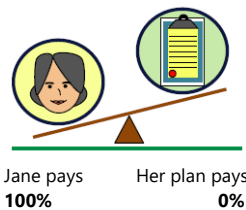
**Complications of Pregnancy:**

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.

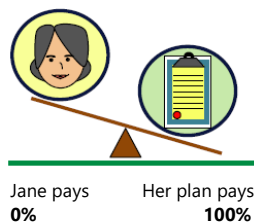
**Non-Preferred Provider:** A provider who doesn't have a contract with your health insurer or **plan** to provide services to you. You'll pay more to see a non-preferred provider. Check your policy to see if you can go to all providers who have contracted with your **health insurance** or **plan**, 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.

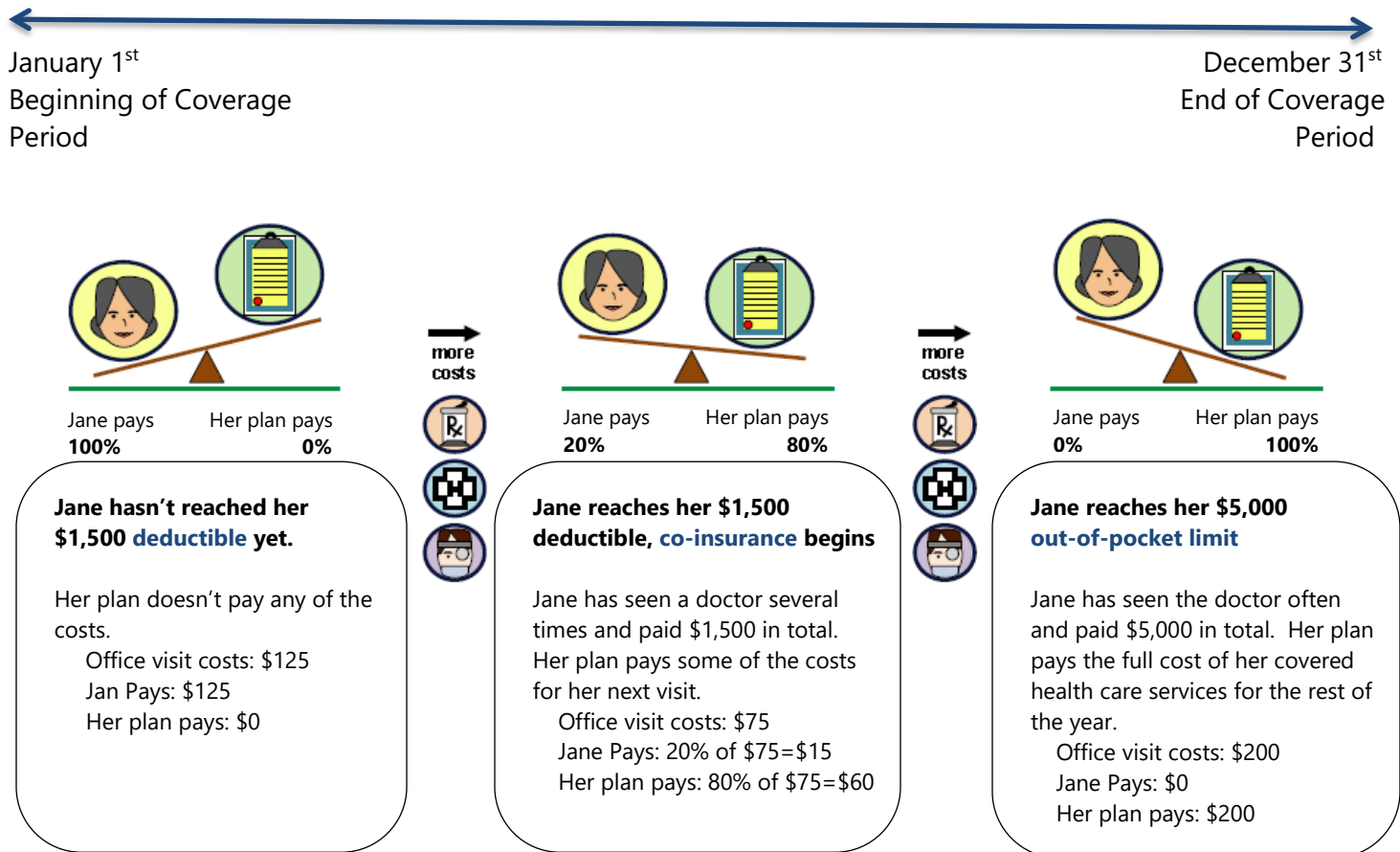
**UCR (Usual, Customary and Reasonable):** The amount paid for a medical service in a geographic area based on what **providers** in the area usually charge for the same or similar medical service. The UCR amount sometimes is used to determine the **allowed amount**.

**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



# Health Insurance Exchange Notice

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*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 2020 for coverage starting as early as January 1, 2022.

#### ***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.<sup>1</sup>

**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:

Human Resources  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-6683  
askHR@butler.edu

<sup>1</sup> 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.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://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.

3. Employer name Butler University	4. Employer Identification Number (EIN) 35-0867977	
5. Employer address 4600 Sunset Avenue	6. Employer phone number (317) 940-9355	
7. City Indianapolis	8. State Indiana	9. ZIP code 46208
10. Who can we contact about employee health coverage at this job? Human Resources		
11. Phone number (317) 940-9355	12. Email address askHR@butler.edu	

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.

## Notice of Special Enrollment Rights

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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 30 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 30 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 Human Resources at 4600 Sunset Avenue, Jordan Hall 037, Indianapolis, Indiana 46208, (317) 940-9355, [askHR@butler.edu](mailto:askHR@butler.edu).

## Mental Health Parity and Addiction Equity Act (MHPAEA) Disclosure

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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) 940-9355.

## Newborns' and Mothers' Health Protection Act Notice

Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

# Notice of Privacy Practices

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

## **Privacy Official:**

Human Resources  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-9355  
askHR@butler.edu

Effective Date: 10/15/2020

## 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 at:

Human Resources  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-6683  
askHR@butler.edu

- 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/](http://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 share 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/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.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](http://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

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## 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:

	PPO Core Plan		PPO Plus Plan		CDHD Plan	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible	\$1,650	\$3,300	\$1,150	\$2,300	\$2,800	\$5,600
Coinsurance	25%	50%	20%	50%	20%	40%

If you would like more information on WHCRA benefits, call your plan administrator at (317) 940-9355.

## 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) 940-9355 for more information.

# Employer’s Children’s Health Insurance Program (CHIP) Notice

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## 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](http://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](http://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](http://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, 2019. Contact your State for more information on eligibility —

<b>ALABAMA – Medicaid</b>	<b>FLORIDA – Medicaid</b>
Website: <a href="http://myalhipp.com/">http://myalhipp.com/</a> Phone: 1-855-692-5447	Website: <a href="http://flmedicaidprecovery.com/hipp/">http://flmedicaidprecovery.com/hipp/</a> Phone: 1-877-357-3268
<b>ALASKA – Medicaid</b>	<b>GEORGIA – Medicaid</b>
The AK Health Insurance Premium Payment Program Website: <a href="http://myakhipp.com/">http://myakhipp.com/</a> Phone: 1-866-251-4861 Email: <a href="mailto:CustomerService@MyAKHIP.com">CustomerService@MyAKHIP.com</a> Medicaid Eligibility: <a href="http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx">http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx</a>	Website: <a href="https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp">https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp</a> Phone: 678-564-1162 ext 2131
<b>ARKANSAS – Medicaid</b>	<b>INDIANA – Medicaid</b>
Website: <a href="http://myarhipp.com/">http://myarhipp.com/</a> Phone: 1-855-MyARHIPP (855-692-7447)	Healthy Indiana Plan for low-income adults 19-64 Website: <a href="http://www.in.gov/fssa/hip/">http://www.in.gov/fssa/hip/</a> Phone: 1-877-438-4479 All other Medicaid Website: <a href="http://www.indianamedicaid.com">http://www.indianamedicaid.com</a> Phone: 1-800-403-0864
<b>COLORADO – Health First Colorado (Colorado’s Medicaid Program) &amp; Child Health Plan Plus (CHP+)</b>	<b>IOWA – Medicaid</b>
Health First Colorado Website: <a href="https://www.healthfirstcolorado.com/">https://www.healthfirstcolorado.com/</a> Health First Colorado Member Contact Center: 1-800-221-3943/ State Relay 711 CHP+: <a href="https://www.colorado.gov/pacific/hcpf/child-health-plan-plus">https://www.colorado.gov/pacific/hcpf/child-health-plan-plus</a> CHP+ Customer Service: 1-800-359-1991/ State Relay 711	Website: <a href="http://dhs.iowa.gov/Hawki">http://dhs.iowa.gov/Hawki</a> Phone: 1-800-257-8563
<b>KANSAS – Medicaid</b>	<b>NEW HAMPSHIRE – Medicaid</b>
Website: <a href="http://www.kdheks.gov/hcf/">http://www.kdheks.gov/hcf/</a> Phone: 1-785-296-3512	Website: <a href="https://www.dhhs.nh.gov/oii/hipp.htm">https://www.dhhs.nh.gov/oii/hipp.htm</a> Phone: 603-271-5218 Toll free number for the HIPP program: 1-800-852-3345, ext 5218
<b>KENTUCKY – Medicaid</b>	<b>NEW JERSEY – Medicaid and CHIP</b>
Website: <a href="https://chfs.ky.gov">https://chfs.ky.gov</a> Phone: 1-800-635-2570	Medicaid Website: <a href="http://www.state.nj.us/humanservices/dmahs/clients/medicaid/">http://www.state.nj.us/humanservices/dmahs/clients/medicaid/</a> Medicaid Phone: 609-631-2392 CHIP Website: <a href="http://www.njfamilycare.org/index.html">http://www.njfamilycare.org/index.html</a> CHIP Phone: 1-800-701-0710
<b>LOUISIANA – Medicaid</b>	<b>NEW YORK – Medicaid</b>
Website: <a href="http://dhh.louisiana.gov/index.cfm/subhome/1/n/331">http://dhh.louisiana.gov/index.cfm/subhome/1/n/331</a> Phone: 1-888-695-2447	Website: <a href="https://www.health.ny.gov/health_care/medicaid/">https://www.health.ny.gov/health_care/medicaid/</a> Phone: 1-800-541-2831
<b>MAINE – Medicaid</b>	<b>NORTH CAROLINA – Medicaid</b>
Website: <a href="http://www.maine.gov/dhhs/ofi/public-assistance/index.html">http://www.maine.gov/dhhs/ofi/public-assistance/index.html</a> Phone: 1-800-442-6003 TTY: Maine relay 711	Website: <a href="https://medicaid.ncdhhs.gov/">https://medicaid.ncdhhs.gov/</a> Phone: 919-855-4100
<b>MASSACHUSETTS – Medicaid and CHIP</b>	<b>NORTH DAKOTA – Medicaid</b>
Website: <a href="http://www.mass.gov/eohhs/gov/departments/masshealth/">http://www.mass.gov/eohhs/gov/departments/masshealth/</a> Phone: 1-800-862-4840	Website: <a href="http://www.nd.gov/dhs/services/medicalserv/medicaid/">http://www.nd.gov/dhs/services/medicalserv/medicaid/</a> Phone: 1-844-854-4825
<b>MINNESOTA – Medicaid</b>	<b>OKLAHOMA – Medicaid and CHIP</b>
Website: <a href="https://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/other-insurance.jsp">https://mn.gov/dhs/people-we-serve/seniors/health-care/health-care-programs/programs-and-services/other-insurance.jsp</a> Phone: 1-800-657-3739	Website: <a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a> Phone: 1-888-365-3742

<b>MISSOURI – Medicaid</b>	<b>OREGON – Medicaid</b>
Website: <a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a> Phone: 573-751-2005	Website: <a href="http://healthcare.oregon.gov/Pages/index.aspx">http://healthcare.oregon.gov/Pages/index.aspx</a> <a href="http://www.oregonhealthcare.gov/index-es.html">http://www.oregonhealthcare.gov/index-es.html</a> Phone: 1-800-699-9075
<b>MONTANA – Medicaid</b>	<b>PENNSYLVANIA – Medicaid</b>
Website: <a href="http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP">http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</a> Phone: 1-800-694-3084	Website: <a href="http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm">http://www.dhs.pa.gov/provider/medicalassistance/healthinsurancepremiumpaymenthippprogram/index.htm</a> Phone: 1-800-692-7462
<b>NEBRASKA – Medicaid</b>	<b>RHODE ISLAND – Medicaid</b>
Website: <a href="http://www.ACCESSNebraska.ne.gov">http://www.ACCESSNebraska.ne.gov</a> Phone: (855) 632-7633 Lincoln: (402) 473-7000 Omaha: (402) 595-1178	Website: <a href="http://www.eohhs.ri.gov/">http://www.eohhs.ri.gov/</a> Phone: 855-697-4347, or 401-462-0311 (Direct Rite Share Line)
<b>NEVADA – Medicaid</b>	<b>SOUTH CAROLINA – Medicaid</b>
Medicaid Website: <a href="http://dhcfp.nv.gov/">http://dhcfp.nv.gov/</a> Medicaid Phone: 1-800-992-0900	Website: <a href="http://www.scdhhs.gov">http://www.scdhhs.gov</a> Phone: 1-888-549-0820
<b>SOUTH DAKOTA - Medicaid</b>	<b>WASHINGTON – Medicaid</b>
Website: <a href="http://dss.sd.gov">http://dss.sd.gov</a> Phone: 1-888-828-0059	Website: <a href="https://www.hca.wa.gov/">https://www.hca.wa.gov/</a> Phone: 1-800-562-3022 ext. 15473
<b>TEXAS – Medicaid</b>	<b>WEST VIRGINIA – Medicaid</b>
Website: <a href="http://gethipptexas.com/">http://gethipptexas.com/</a> Phone: 1-800-440-0493	Website: <a href="http://mywvhipp.com/">http://mywvhipp.com/</a> Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)
<b>UTAH – Medicaid and CHIP</b>	<b>WISCONSIN – Medicaid and CHIP</b>
Medicaid Website: <a href="https://medicaid.utah.gov/">https://medicaid.utah.gov/</a> CHIP Website: <a href="http://health.utah.gov/chip">http://health.utah.gov/chip</a> Phone: 1-877-543-7669	Website: <a href="https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf">https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf</a> Phone: 1-800-362-3002
<b>VERMONT– Medicaid</b>	<b>WYOMING – Medicaid</b>
Website: <a href="http://www.greenmountaincare.org/">http://www.greenmountaincare.org/</a> Phone: 1-800-250-8427	Website: <a href="https://wyequalitycare.acs-inc.com">https://wyequalitycare.acs-inc.com</a> Phone: 307-777-7531
<b>VIRGINIA – Medicaid and CHIP</b>	
Medicaid Website: <a href="http://www.coverva.org/programs_premium_assistance.cfm">http://www.coverva.org/programs_premium_assistance.cfm</a> Medicaid Phone: 1-800-432-5924 CHIP Website: <a href="http://www.coverva.org/programs_premium_assistance.cfm">http://www.coverva.org/programs_premium_assistance.cfm</a> CHIP Phone: 1-855-242-8282	

To see if any other states have added a premium assistance program since July 31, 2019, or for more information on special enrollment rights, contact either:

**U.S. Department of Labor**  
Employee Benefits Security Administration  
[www.dol.gov/agencies/ebsa](http://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](http://www.cms.hhs.gov)  
1-877-267-2323, Menu Option 4, Ext. 61565

# Medicare Part D Creditable Coverage Notice

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## 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:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. 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 15<sup>th</sup> to December 7<sup>th</sup>.

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. Plan participants can keep their prescription drug coverage under the group health plan if they select Medicare Part D prescription drug coverage. If they select Medicare Part D prescription drug coverage, the group health plan prescription drug coverage will coordinate with the Medicare Part D prescription drug coverage.

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 not be able to get this coverage back until the next open enrollment period.

## 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 Human Resources at (317) 940-9355. 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](http://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](http://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: 10/15/2021  
Name of Entity/Sender: Butler University  
Contact--Position/Office: Human Resources  
Address: 4600 Sunset Avenue, Jordan Hall 037, Indianapolis, Indiana 46208  
Phone Number: (317) 940-9355



# Genetic Information Nondiscrimination Act (GINA) Disclosures

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## 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.

## General Notice of COBRA Rights

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*(For use by single-employer group health plans)*

### Continuation Coverage Rights Under COBRA

#### 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:**

#### Human Resources

4600 Sunset Avenue, Jordan Hall 037

Indianapolis, Indiana 46208

(317) 940-9355

askHR@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](http://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](http://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](http://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  
Human Resources  
4600 Sunset Avenue, Jordan Hall 037,  
Indianapolis, Indiana 46208  
(317) 940-9355  
[askHR@butler.edu](mailto:askHR@butler.edu)

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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## 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

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## ACA Section 1557 Nondiscrimination Notice

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### 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 Human Resources.

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:

Human Resources  
4600 Sunset Avenue, Jordan Hall 037  
Indianapolis, Indiana 46208  
(317) 940-9355  
askHR@butler.edu

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, 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)  
Complaint forms are available at <http://www.hhs.gov/ocr/filing-with-ocr/index.html>.

## USERRA Notice

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### ***Your Rights Under USERRA***

#### **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.



## Customer Service Contacts

Vendor	Phone Number	Web Address
<b>Apta Health</b> (Medical & Rx Drugs)	1-877-610-8817	<a href="https://Butler.myaptahealth.com">https://Butler.myaptahealth.com</a>
<b>MagellanRx</b> (Specialty Drugs)	1-877-869-7772	<a href="http://www.magellanrx.com">www.magellanrx.com</a>
<b>OC24health</b> (Telehealth)	1-855-617-2116	<a href="http://OC24health.com">OC24health.com</a> Download the app
<b>Delta Dental</b> (Dental)	1-800-524-0149	<a href="http://www.deltadentalin.com">www.deltadentalin.com</a>
<b>EyeMed</b> (Vision)	1-866-723-0514	<a href="http://www.eyemed.com">www.eyemed.com</a>
<b>WEX</b> (FSA)	1-866-451-3399	<a href="https://www.wexinc.com/solutions/benefits/participants-employees">https://www.wexinc.com/solutions/benefits/participants-employees</a>
<b>HSA Authority</b> (HSA)	1-888-472-8697	<a href="http://www.oldnational.com/thehsaauthority">www.oldnational.com/thehsaauthority</a> Employer Code: 143674
<b>One America</b> (Life, STD & LTD)	1-800-553-5318	
<b>ComPsych</b> (EAP)	1-855-365-4754	<a href="http://www.guidanceresources.com">www.guidanceresources.com</a> Company Web ID: ONEAMERICA6
<b>TIAA</b> (Retirement Plan)	1-800-842-2252	<a href="http://www.tiaa.org/butler">www.tiaa.org/butler</a>
<b>Sedgwick</b> (Leave of Absence)	1-888-436-9530	<a href="mailto:askhr@butler.edu">askhr@butler.edu</a>
<b>Butler University</b> (Human Resources) HR Office JH 037 HR Benefits Office JH 052	317-940-9355	<a href="mailto:askhr@butler.edu">askhr@butler.edu</a> – questions <a href="mailto:benefits@butler.edu">benefits@butler.edu</a> – confidential information & documents

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.