



MEMORANDUM TO: Full-time Employees of Auburn University

FROM: Karla S. McCormick, Executive Director

SUBJECT: Open Enrollment and Changes for 2014

DATE: October 22, 2013

It's time for Open Enrollment for benefits for 2014. Please review this communication thoroughly as it contains important information regarding benefit changes for 2014 as well as instructions for enrollment.

What are the dates and deadlines for Open Enrollment?

Open Enrollment begins November 1 and ends on December 2, 2013 at 4:45 PM. During this time, you may enroll in, cancel or make changes to your benefits elections.

What benefit plans are included and must I re-enroll?

If you are currently enrolled in health, dental, vision and cancer insurance and you don't want to make any changes to your coverages, there is nothing you need to do to continue them – no action on your part will be deemed to represent your wish for your elections to carry over into 2014. However, **if you are currently enrolled in the Flexible Spending Account, you must re-enroll** or your FSA contributions will end as of 12/31/13. Please see the enclosed Benefits at a Glance for more information regarding the benefits that are available during Open Enrollment.

If I want to enroll in a new plan or change my coverage, what do I need to do?

New enrollment requires completion of an application and a salary reduction agreement which can be found online at www.auburn.edu/payroll or by contacting Payroll & Employee Benefits. Documentation substantiating eligibility will be required when adding dependents to insurances. These completed forms along with supporting documentation must be returned to Payroll & Employee Benefits on the main campus or to AUM Human Resources no later than 4:45 PM on December 2, 2013.

What if I miss the December 2, 2013 enrollment deadline?

All premiums for health, dental, vision and cancer insurance and contributions to the FSA plans are payroll deducted on a pre-tax basis under a \$125 Cafeteria Benefit Plan. As a result, the Internal Revenue Service requires a predetermined enrollment period, and we cannot allow any enrollments or election changes past this stated time and date. If you miss the enrollment deadline, you will not be able to make any changes to your elections until Open Enrollment, November 1-30, 2014 unless you have a qualifying change in family status and notify us within 45 days of that event.

How do I get more information about my benefits and any related changes?

Payroll and Employee Benefits will be hosting the "Getting Ready for 2014" Benefits Fair on November 13-14, 2013 at the OIT Building on Lem Morrison Drive. Additional information about the fair will be distributed soon.

What is changing for 2014?

See the enclosed materials for details.

2014 CHANGES

Health, Dental and Vision Insurance Premiums

We are very pleased to announce that there will be **NO CHANGE TO HEALTH, DENTAL, VISION OR CANCER INSURANCE PREMIUMS** for 2014! We do want to remind you to continue to be an engaged partner with us in helping to control our health care expenditures so we can continue to offer great quality, affordable benefit plans. Please see the enclosed Benefits at a Glance for the rates.

Healthy Tigers – IMPORTANT! In order to continue to receive your \$25 per month (or \$30 per month over 10 months for 9 month faculty) Healthy Tigers discount beyond December 31, 2013, **you and your spouse** (if currently enrolled in the health insurance coverage) **MUST** be screened during the 2013 calendar year (screenings must be repeated each year). Test results must be conducted in 2013 and any required follow-up must be completed (if results are abnormal) for the benefit to take effect on January 1, 2014. All information about this benefit is posted on the Healthy Tigers web site.

Appointments are coordinated by the Auburn University Pharmaceutical Care Center (AUPCC) located in 2155 Walker Building, Harrison School of Pharmacy and may be scheduled on-line through the Healthy Tigers website. Those who do not have internet access may call the AUPCC at (334)844-4099. Screenings will not be scheduled during the month of December. In lieu of screenings through the AUPCC, an employee who sees his/her doctor regularly and has the required test results may have the doctor submit a "Healthcare Provider Screening Form" to AUPCC by November 30, 2013 to verify discount eligibility. Verification of receipt of Healthcare Provider and/or Referral forms in the Healthy Tigers office may be completed through AU Access. **NOTE: Lab costs associated with some of the Healthy Tigers screening procedures, if conducted by your physician, may be billable to you unless they are deemed to be medically necessary. Please talk with your doctor to determine how this might affect you.**

New Flexible Spending Account (FSA) Plan Administrator

Effective January 1, 2014, WageWorks will become our new FSA plan administrator and will handle all flex related matters for the 2014 plan year. Chappelle Consulting will continue to administer the grace period runout for the 2013 plan year, allowing you to use 2013 deducted funds until March 15, 2014. Any claim forms for expenses incurred during the 2013 plan year must be submitted to Chappelle by March 31, 2014 in order to be reimbursed.

Additional information about WageWorks and FSA enrollment will be mailed out in a separate packet.

Change to Eligibility Requirements for Dependents

Beginning January 1, 2014, the following categories of dependents will be eligible for benefits through Auburn University.

- Spouse/Common Law Spouse
- Biological/Adopted/Step Children, or Child for Whom You Have Permanent Legal Custody
- Sponsored Adult Dependent
- Sponsored Child Dependent

Documentation substantiating eligibility must be submitted prior to coverage being made available in all categories. For more information regarding the definition of eligible dependents or acceptable documents of proof of eligibility, please contact Payroll and Employee Benefits at 334-844-4183 or access our website at www.auburn.edu/payroll.

Tobacco Surcharge

All Auburn University employees enrolled in the Group Medical plan are charged a \$20.00 per month tobacco surcharge. However, non-tobacco users can have the \$20.00 surcharge waived by certifying that they (and their spouse, if the spouse is covered as a dependent) are not tobacco users. Employees must certify their tobacco use status to Payroll & Employee Benefits to qualify for the waiver. As an alternative, the employee and/or spouse may complete the Pack It Up Program that is available through the Auburn University Pharmaceutical Care Center to qualify for the waiver. Additional information about the Pack It Up program may be found at http://pharmacy.auburn.edu/phs/aucc/pack_it_up.htm.

General Information

Health Care Reform and Grandfathered Plan Status

As a result of the Patient Protection and Affordable Care Act, many provisions of our health insurance plan have changed or will change over the next few years. We have already opened eligibility for our plan to subscribers' adult children up to the age of 26. January 1, 2011, the lifetime dollar limit on health care coverage was eliminated.

Auburn University believes our Blue Cross Blue Shield health insurance is a "grandfathered health plan" under this Act. As permitted by this Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that Auburn University's health insurance plan may not include certain consumer protections of the Affordable Care Act that apply to other plans. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act. For additional information regarding our plan's grandfathered status contact Payroll & Employee Benefits at 844-4183 or U.S. Department of Health and Human Services at www.healthreform.gov.