

Benefit Election Eligibility

Summary

Flexcomp

Dickinson College recognizes that the kinds of benefits needed by employees and their families depend on their own special circumstances and that these change over time. In addition, some benefits require employees to contribute some of their own salary in order to receive the benefits. For these reasons, each year Dickinson College uses a flexible approach to providing benefits in which employees elect for themselves the benefits they want and what costs they are willing to incur.

This approach is called Flexcomp, a cafeteria-type benefits plan that operates under Section 125 of the Internal Revenue Code (IRC). It provides an opportunity to choose from the benefits available under the plan and to pay for the benefits on a pre-tax basis. Using Flexcomp, the cost of the benefit payments is deducted from an employee's pay before certain taxes are withheld.

The benefits offered through Flexcomp that may require direct salary contribution by employees include health, dental and vision coverage, accidental death and dismemberment insurance, and special accounts where employees put pretax money into an individual fund to help pay for dependent care and health care expenses not covered by an insurance plan. A brief description of each of these plans is provided below.

REMINDER: Summary Plan Documents (SPDs) are available in Human Resource Services and the Human Resource Services website.

Each year, usually in May, employees complete Open Enrollment elections that allow them to select the benefits administered through the Flexcomp plan for the next year. The effective date of any changes in benefits coverage will be July 1.

The IRS requires that employees selecting to participate in a medical and dependent care flexible spending account must select these options annually during the open enrollment period. Benefit elections made during this once-a-year enrollment are irrevocable until the open enrollment the following year, however, the IRS regulations do identify a few exceptions (in case of birth, death, adoption, marriage, divorce or similar change in family circumstances) that permit election of appropriate changes in benefits. If a change in family circumstances occurs after making Open Enrollment elections for the year, employees should contact Human Resource Services to see if elections may be changed.

Medical, Dental and Vision Eligibility

Under the college's medical, dental and vision plans, full-time employees may opt for coverage for themselves, their spouse, and/or their dependent children. Dependent children can be covered

up to age 26 or older if disabled. When an employee, spouse, or eligible dependent is covered by another health insurance plan there are special considerations, called Coordination of Benefits, which insurance companies will consider before processing claims. If an employee, spouse,¹ or dependent child is covered under another plan, the employee is encouraged to contact the specific medical, dental and vision insurance provider to discuss how these rules may apply to the particular situation.

If an employee has dependent children who are covered by the college's plans, the employee must notify Human Resource Services when the child reaches age 26 and Human Resource Services will:

1. remove the dependent child from the employee's coverage at the end of the month in which the child reaches age 26 and
2. notify the COBRA administrator to provide the option for a dependent child to continue health coverage at the COBRA rate for up to 36 additional months.

Employees are eligible to enroll in the plans or change enrollment:

1. within the first 31 days of becoming a regular full-time employee,
2. through the open-enrollment process, which allows benefit eligible employees to enroll or elect changes effective July 1 of each year, or
3. within 31 days of when certain family events occur—birth, death, adoption, marriage or divorce. (Contact Human Resource Services for further information about these exceptions and to complete the necessary documentation.)

Coverage begins the first of the month after the date of hire. If the date of hire falls on the first workday of the month, the employee's coverage shall start on the first of that month. When certain family events occur, coverage begins the first of the month or ends the last day of the month after the date of the event except in case of birth, adoption and death where the effective date is the day of the event.

Medical Insurance

The college offers comprehensive medical benefits. The plan includes prescription drug coverage, does not exclude pre-existing conditions and has an unlimited lifetime benefit.

Dental Insurance

The college offers group dental insurance. Benefit coverage differs depending on the schedule of benefits and whether the dentist utilized is participating (in-network) or non-participating (out-of-network).

¹ Effective July 1, 2015, based on the recognition of same sex marriages in Pennsylvania under Whitewood v. Wolf, the College will no longer offer benefits to domestic partners.

Vision Insurance

The college offers group vision insurance. The plan offers reduced-cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using non-network providers. Unlike the medical and dental plans, employees must sign up for a two-year period with the group vision plan.

Flexible Spending Account/Health Care

A healthcare flexible spending account allows an employee to set aside money on a pretax basis to pay for out-of-pocket health, dental or vision expenses that are not covered, or are only partially covered, under any health plan. These may include plan deductibles and co-payments, prescription medications, eye glasses and frames, orthodontia and uncovered expenses by spouses or other eligible family members.

Flexible Spending Account/Dependent Care

The dependent-care flexible spending account allows full-time employees to set aside money on a pretax basis to pay for the care of a dependent child or adult.

Supplemental Accidental Death and Dismemberment (Pre-Tax)

Full-time employees of the college may purchase, for themselves or their eligible dependents, optional additional group accidental death and dismemberment insurance benefits at group rates.