



Cornell University
Division of Human Resources

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Summary of Benefits 2009

Endowed Nonacademic Staff

The following benefit plans and programs are available upon employment based on eligibility. If you have any questions about these programs, you should contact Benefit Services at (607) 255-3936 or send us a message at benefits@cornell.edu

CORNELL-PROVIDED BENEFITS

Cornell offers five health care plan options with the costs shared by participants and the university. Premiums for the plans are deducted on a pre-tax basis. The HealthNow Plan, Aetna PPO plan, the Aetna administered HSA plan and the Cornell Program for Healthy Living rely on medical provider networks to minimize costs while preserving quality care among diverse medical practices. The Aetna 80/20 plan is an insurance indemnity plan without a network connection. The university heavily subsidizes the premium for these plans. Individual coverage costs you only 10% of the total premium and the various family coverage levels cost you 25% of the total premium.

HealthNow Plan

The HealthNow Plan encourages, but does not require, you to select a primary care provider, who will act as your personal care physician to guide access to the network of medical services you and covered family members may need over time. The most cost-effective care comes from network providers. You will be expected to pay a modest fee to access care, but you will incur a coinsurance payment of 10% for many treatment procedures and in-patient stays for network care. The plan has a non-proprietary national network of quality providers. Out-of-network care comes with a higher price tag but is available for your use without other restrictions.

Aetna PPO

The Aetna PPO Plan provides a nationwide proprietary network of medical providers managed by Aetna. In this plan, you will incur a modest copayment for access to the network providers. Many medical procedures by network providers will cost you 10% coinsurance. Here, too, out of network care is available to you but the price tag is higher to you and the plan.

80/20 Plan

Generally, the plan pays 80% of eligible medical expenses using “reasonable and customary” methodology after satisfaction of the annual deductible. You pay 20% of covered hospital, surgical and medical expenses plus any amount billed by the provider that exceeds reasonable and customary charges in the service area. The 80/20 Plan pays

benefits using the same method regardless of whether a medical provider is in network or out of the Aetna network.

Cornell Program for Healthy Living

Cornell Program for Healthy Living is a comprehensive health care plan administered by Aetna that encourages and facilitates your progress to a healthier lifestyle. All members must choose a primary care physician (PCP) from the provider directory. Most providers are geographically focused in Tompkins County. See link:

<<http://www.ohr.cornell.edu/benefits/programs/CPHLDir.pdf>>

Members will need to take a health risk assessment which will be reviewed by your PCP and he or she will work with you to set wellness goals for the upcoming year. The plan is also a comprehensive health insurance plan much like the Aetna PPO above with a strong network of providers nationwide.

HSA Plan

The HSA Plan is administered by Aetna. The plan is designed to take advantage of a significant tax break which allows you to build up a tax-favored savings account to pay for certain medical expenses. The underlying health plan must be a health plan with a very high deductible in accordance with IRS regulations. This means you must pay all of the costs of medical care until you reach the level of the deductible during the plan year and then the plan reimburses at 90% (in-network) up to the out of pocket maximum. Because this is an IRS designed plan, you are well advised to look carefully into the plan details before you enroll for this tax-favored opportunity. You can find more information on our website at:

<<http://www.ohr.cornell.edu/benefits/programs/endowHealthHSA.html>>

Three-Tier Prescription Drug Program through Medco

Faculty and staff covered under the endowed health care plans administered by Aetna or HealthNow obtain prescription drug coverage through Medco. You pay \$5 for generic drugs, \$20 for brand drugs on the preferred list and \$40 for a non-preferred brand drug for up to a 30-day supply for prescriptions purchased at a Medco participating pharmacy. You may order up to a 90-day supply of maintenance prescription drugs through Medco's Mail Order Program. You pay \$10 (generic), \$40 (preferred brand) or \$60 (non-preferred brand) for up to a 90-day supply.

Dental Plan and Eye Care Benefit

The university offers a voluntary dental plan with premiums paid by participants using pre-tax dollars. The plan has two participation levels: a high and a low option. Both options provide comprehensive benefits with similar waiting periods, dental networks and annual maximum benefit payments. The difference between the two plans is in the reimbursement methods. Plan A reimburses eligible expenses in the following unique way: the first \$250 of covered expenses is reimbursed at 100%; the next \$100 is reimbursed at 0%, resulting in a \$100 deductible; 80% reimbursement of the next \$500 in covered expenses and 50% of the next \$1,200 for each covered family member. The Plan

maximum is \$1,250. The low option (Plan B) pays a fixed fee per procedure from a schedule published by the dental plan. Plan B pays approximately 50% of prevailing rates, a modest benefit, but the premiums is roughly half that of Plan A. The Plan has a \$100 deductible for non-preventive services. The Plan maximum is \$1,000. Participants in either option will benefit from using in-network providers. If using out-of-network providers, reimbursement calculations are based only on the amount that is considered to be reasonable and customary for the charge.

All enrollees of the dental plan also receive a benefit for eye care materials (frames, lenses and contacts).

Short Term Disability

In the event of a non-job-related disability, Cornell provides a benefit equal to one-half of your base salary for up to 26 weeks after a waiting period of seven calendar days. You may supplement this benefit with accrued sick leave or accrued vacation in half-day increments.

Long Term Disability (LTD)

This program provides income replacement of 60% of your budgeted salary, up to a maximum of \$20,000 per month (combined with benefits from Workers' Compensation, Social Security, other group disability and employer contributory retirement plans) if you are unable to work due to total disability. Benefits begin after six months of continuous total disability and generally continue until you are no longer disabled or reach age 65.

Basic Life Insurance

The university provides basic coverage equal to one-half your budgeted annual salary, up to a maximum coverage of \$50,000. CIGNA insures the plan.

Cornell University Retirement Plan (CURP)

The university contributes an amount equal to 10% of annual base salary to your retirement account. You decide how to allocate your contributions to a variety of funds that are available through TIAA-CREF and Fidelity Investments. Participation dates vary according to eligibility, which is determined by employment status. You are immediately vested in (you own) your CURP account with the first contribution. Tax deferral on contributions and investment growth continues until you begin to withdraw money from the account, usually at retirement.

Cornell Children's Tuition Scholarship (CCTS)

The university provides tuition scholarships for the children of eligible staff members. Eligibility and benefit levels vary according to the date you were hired.

Employee Assistance Program (EAP)

The Employee Assistance Program offers a valuable confidential resource at no cost to you or your family. The program offers assessment, referrals and brief counseling services to staff and their families seeking to resolve personal and job-related problems.

Cornell Wellness Program

The Cornell University Wellness Program provides educational and physical fitness opportunities for staff and their families to engage in healthy lifestyles that enhance the social and physical dimensions of life.

Workforce Diversity, Equity and Life Quality

The Office of Workforce Diversity, Equity and Life Quality is dedicated to creating a positive environment for Cornell's faculty, staff, and students by assisting in the resolution of discrimination, harassment, and bias matters; providing resources in the areas of affirmative action and diversity; and by addressing work-related issues that affect the life quality of Cornell's increasingly diverse employee population.

VOLUNTARY BENEFIT PROGRAMS

Tax Deferred Annuity Plan

Cornell's Tax Deferred Annuity Plan offers staff the opportunity to save for retirement by making tax deferred contributions to a variety of investment options offered by TIAA-CREF and Fidelity Investments. Tax deferral on contributions and investment growth continues until you begin to withdraw money from the account, usually at retirement.

Select Benefits

This program allows faculty and staff to establish individual accounts to pay for medical expenses not covered by health insurance plans or dependent care expenses with pre-tax dollars. Aon Consulting administers the plan.

Group Universal Life Insurance (GUL)

GUL gives you the opportunity to purchase additional life insurance and participate in a cash accumulation fund. The plan allows you to elect up to 10 times your salary in life insurance coverage, up to \$2 million. The benefit is portable if you should leave the university. Coverage for family members is also available. If you elect to contribute to the cash accumulation fund, the interest earned is income tax deferred as long as it remains in your account. You can borrow against the money in your cash accumulation account or make withdrawals. CIGNA insures the plan.

Personal Accidental Insurance (PAI)

You may voluntarily purchase individual or family coverage for accidental death, dismemberment, or total disability. You can select employee coverage amounts from \$10,000 to \$500,000, but coverage above \$250,000 cannot exceed 10 times your annual budgeted salary. CIGNA insures the plan.

Long Term Care

Long term care insurance provides funding for a range of services for participants who need long term custodial care in a nursing home or at home. Cornell makes long term care insurance available through payroll deduction. CNA insures the plan.

Auto and Homeowner's Insurance

Automobile and homeowner's insurance may be purchased at group rates through a program arranged by [Marsh@WorkSolutions](#). Premiums are paid through payroll deduction. You can compare coverage options between MetLife Auto and Home and Travelers, Inc.

Pet Insurance

Our auto and homeowner's insurance vendor, [Marsh@WorkSolutions](#), offers pet insurance through the Veterinary Pet Insurance (VPI) Company. Premiums are paid through payroll deduction.

New York's College Savings Program

This is a state-sponsored program that helps you save for college costs. You may open an account through payroll deduction for as little as \$15 per pay period. For more information or to enroll, go to <www.nysaves.org>

PAID TIME OFF

Vacation

Regular full-time exempt and nonexempt staff may accrue up to three weeks of vacation (15 working days) after one year of service. Vacation time accruals are based on the total number of hours paid (to a maximum of 78 hours during a biweekly period) multiplied by the appropriate vacation factor. Regular part-time staff accrue vacation on a prorated basis. Vacation may not be taken before it is accrued. Please refer to the HR Policy 6.9.1, Vacation.

Holidays

The university recognizes the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and winter holidays (usually six days between December 25 and January 1). Please refer to the HR Policy 6.9.2, Holidays.

Sick Leave

Sick leave accrual begins immediately upon employment for regular exempt and nonexempt staff and is based on the number of hours paid in a pay period. For regular full-time staff, sick leave is accumulated at the rate of approximately 12 days per year. Regular part-time staff accrue sick leave on a prorated basis. Please refer to the HR Policy 6.9.3, Sick Leave.

In addition, Cornell provides leave for funerals, military training, jury duty, and volunteer firefighters or emergency medical technicians as well as Family Health Leave/Parental Leave. Information on these leaves can be found in the *Human Resource Policies* on the Web at <www.ohr.cornell.edu/policies/index.html>.

EDUCATIONAL OPPORTUNITIES

Educational Programs

The *Guide to Workshops*, published once a year, offers staff the opportunity to participate in numerous educational programs in areas such as communication, leadership, personal and career development, supervision, health and wellness, work and family, financial administration, and information technology.

Employee Tuition Assistance

After one year of regular full-time or three years part-time service, benefits-eligible staff and non-voting faculty may receive reimbursement for job-related courses offered by other institutions. The courses need not be college level, but must be successfully completed for reimbursement.

Employee Degree Program

All regular full-time nonacademic staff may be considered for acceptance into the Employee Degree Program after one year of regular full-time employment. Admission requires acceptance by the university, approval of the supervisor, department head, dean or executive officer, and the Office of Human Resources.

Extramural Program (Cornell Academic Courses)

Staff members may enroll in up to four credit hours per semester in Cornell academic courses to help improve their job performance and assist in their career and personal development. There is no charge. Staff members are eligible upon employment with approval of their supervisor and department head.

GOVERNMENT MANDATED PROGRAMS

Social Security

Social Security is a federal program of retirement, disability, survivor, and health-related benefits covering faculty and staff. You and Cornell make contributions to Social Security system as mandated by the Federal Insurance Contributions Act (FICA).

Workers' Compensation

Income protection, medical, and survivor benefits are provided for job-related illness or injuries. The costs of this program are entirely covered by the university.

Unemployment Insurance

Faculty and staff who become unemployed through no fault of their own and are able and available to work, but unsuccessful in finding employment, may be eligible to receive a weekly benefit. The costs of this program are entirely covered by the university.

FOR MORE INFORMATION

More detailed information regarding these benefits and privileges is contained in the *Human Resource Policies* on the Web at <www.ohr.cornell.edu/policies/index.html> and in Cornell's summary plan descriptions. If you have any questions about this summary or your employee benefit plans, contact Benefit Services, Office of Human Resources, 130 Day Hall, (607) 255-3936, or e-mail: <benefits@cornell.edu>.

While every attempt has been made to ensure the accuracy of this *Summary of Benefits*, the legal documents, policies, or certificates pertaining to the various benefit plans prevail in the event of any discrepancy. This *Summary of Benefits* does not constitute a legal document. The policies summarized here are not conditions of employment and are subject to change. The language is not intended to create a contract between the university and its staff.

The university reserves the right to amend, modify or withdraw in its sole discretion any provision contained herein. Neither this document, nor any of its terms or provisions, constitutes a contractual obligation of the university.

Policies and benefits for members of collective bargaining units may differ from those described herein.