BE WELL.
KNOW YOUR BENEFITS.
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## CONTACT INFORMATION

**Relph Benefit Advisors – Le Moyne’s Benefit Administration group**  
Jim Noble, Benefit Administrator  
1-800-836-0026, ext. 268  
jnoble@relphbenefitadvisors.com

**Le Moyne College Human Resources Office**  
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Adjunct Union Webpage: [echo2.lemoyne.edu](http://echo2.lemoyne.edu) > Faculty/Staff Resources > Campus Resources > Human Resources > Unions
ENROLLMENT

YOUR BENEFIT OPTIONS AT A GLANCE

COVERAGE & PLAN OPTIONS

Medical: Excellus BCBS: PPO-L, HealthyBlue, SimplyBlue (high deductible health plan)*

*SimplyBlue participants are eligible to contribute to the Health Savings Account

Enrollment in the medical plan is determined based on courses taught November 1 through October 31 (i.e. average of two fall semesters plus spring semester). If you are eligible, you will be notified prior to our open enrollment period. If you elect coverage, the medical benefit will be effective January 1 (as long as you are teaching in the spring semester).

Healthcare Subsidy: Subsidy for vision and dental plans for which you are the subscriber

Life Insurance: The College provides a life insurance benefit in the face value of $10,000 for adjunct faculty members who are eligible to access the full grievance procedure. This is an annual academic year benefit. The coverage period begins the first semester of the academic year that you begin to teach and ends prior to the start of the next academic year. Please complete a Beneficiary Designation Form (https://echo.le Moyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union).

Professional Development: Professional development grants

Supplemental Retirement Plan: TIAA-CREF retirement plan

OTHER BENEFITS: THE COLLEGE PROVIDES MANY OTHER BENEFITS AS PART OF YOUR TOTAL BENEFITS PACKAGE

- Education Benefits: Tuition remission (employee only) for one undergraduate class
- Recreation Center: Access to the weight room, track, pool, gym, studio, racquetball and basketball courts
- Free on-campus parking (le Moyne.thepermitstore.com)
- Free on-campus fitness, yoga and barre classes
- Performing Arts Center performance discounts
- Various on-campus lecture series
- Discount Programs
MEDICAL INSURANCE

As a new adjunct you have not yet met eligibility for medical insurance. All plans offer access to TELEMEDICINE (WWW.EXCELLUSBCBS.COM/TELEMEDICINE), 24/7 Nurse Call Line (1-800-348-9786) and Blue365 (WWW.BLUE365DEALS.COM) for deals and discounts on healthy lifestyle products and services.

PLAN COMPARISON AT A GLANCE

<table>
<thead>
<tr>
<th>Plan</th>
<th>Tier</th>
<th>Employee Cost/Month</th>
<th>Le Moyne Cost/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellus BCBS: PPO-L</td>
<td>Individual</td>
<td>$213.58</td>
<td>$ 454.92</td>
</tr>
<tr>
<td></td>
<td>Emp+Child(ren)</td>
<td>$363.72</td>
<td>$ 774.78</td>
</tr>
<tr>
<td>Excellus BCBS: HealthyBlue</td>
<td>Individual</td>
<td>$151.62</td>
<td>$ 454.92</td>
</tr>
<tr>
<td></td>
<td>Emp+Child(ren)</td>
<td>$258.24</td>
<td>$ 774.78</td>
</tr>
<tr>
<td>Excellus BCBS: SimplyBlue</td>
<td>Individual</td>
<td>$107.58</td>
<td>$202.74</td>
</tr>
<tr>
<td></td>
<td>Emp+Child(ren)</td>
<td>$132.12</td>
<td>$396.38</td>
</tr>
</tbody>
</table>

COST

Le Moyne College contributes to the cost of your medical coverage. Your cost for medical insurance is deducted from your pay on a pre-tax basis. Pre-tax deductions/contributions come out of your pay before federal, Social Security and states taxes are applied. Since your pre-tax contributions is not included as income on your W-2 earnings statements, it will reduce your taxable income.

If you contribute at least $5 per pay to your HSA, Le Moyne will contribute a starting balance of $300 plus an additional $15 per pay. You can adjust your contribution up to once a month, but you will only receive the Le Moyne contribution if you contribute at least $5 per pay. The IRS determines the maximum annual contribution:

- Individual plan: $3450
- Emp+Child(ren) plan: $6900
- Catch-up amount: $1000 – for employees age 55 or older
Eligibility is determined annually by the measurement period of November 1 through October 31. All eligible adjunct faculty members will be notified prior to Open Enrollment. Open Enrollment is the two-week period in November where you may elect benefits for the next calendar year.

**FAQs**

**How do you calculate eligibility?** Eligibility is calculated based on the number of courses taught during the measurement period - November 1 through October 31. As the measurement period includes part of two fall semesters, an average of courses taught during those fall semesters is added to the courses taught in the spring semester. A total of 6 courses is required for eligibility.

**Example I:** Eligible to enroll:
- Fall 2018: 2 courses
- Spring 2019: 3 courses
- Fall 2019: 3 courses
- Calculation: Fall average = (2 + 3)/2 = 2.5 + Spring 3 = 5.5, rounds up to 6 = ELIGIBLE

**Example II:** Not eligible to enroll:
- Fall 2018: 2 courses
- Spring 2019: 2 courses
- Fall 2019: 3 courses
- Calculation: Fall average = (2 +3)/2 = 2.5 + Spring 2 = 4.5, rounds up to 5 = NOT ELIGIBLE

**If I become eligible for medical insurance…**

**How do I enroll?** You will be notified via your Le Moyne email address. A link for [www.enrollingiseasy.com](http://www.enrollingiseasy.com) will be included for you to enroll online.

**When do I enroll?** You can enroll during Open Enrollment – a two-week period at the beginning of November. If you have medical insurance elsewhere and lose that coverage in 2019, you have 30 days to elect coverage due to your “qualifying event.”

**When is the medical insurance effective?** If you are eligible AND elect your medical insurance at [www.enrollingiseasy.com](http://www.enrollingiseasy.com) AND are teaching in the spring 2019 semester, your benefits will be effective January 1, 2019. If you are not teaching until the fall 2019 semester, your benefit will be effective September 1, 2019.
HEALTHCARE SUBSIDY

VISION & DENTAL INSURANCE SUBSIDY

ELIGIBILITY

Please review the Adjunct Union Contract for more information on the subsidy.

FAQS

Who is Eligible? An active, bargaining-unit employee who has taught the equivalent of at least 3 credit hours during summer 2017, fall 2017, or spring 2018 and has purchased dental and/or vision insurance (for which he/she is the primary insured) through either an individual plan or an employer plan is eligible.

What Vision and/or Dental Expenses are Eligible? An applicant is only eligible for a subsidy of the amount spent on vision and/or dental premiums during the semester(s) he/she has been an “active member” of the bargaining unit; an “active member” is defined by our union contract as someone who is teaching at least the equivalent of 3 credit hours in that semester. Thus, if you taught at least 3 credits during any of the summer sessions, you can include premium expenses from June 1, 2018 to August 31, 2018. If you taught at least three credit hours during the fall 2018 semester, you can include premium expenses from September 1, 2018 to December 31, 2018. If you are teaching at least 3 credit hours during spring 2019, you can include premium expenses from January 1, 2019 to April 30, 2019.

What is the Application Deadline? Completed application and attending documents must be submitted to the adjunct union president by May 15.

What is the individual cap? No one can receive a subsidy that exceeds what he/she has paid in insurance premiums during the semesters the applicant has taught at Le Moyne College.

What is proper documentation? Each applicant must submit either receipts indicating payment of dental and/or vision premium or paystubs indicating salary deductions for dental and/or vision premium. Applicants must submit individual receipts/paystubs for each pay period (i.e. monthly or bi-weekly) that total the amount listed on the application. An applicant seeking a subsidy for spring 2019 may submit his/her most recent paystub indicating Year to Date (YTD) expenses in lieu of individual paystubs.

How will the funds be distributed? As stipulated in our contract with the college, we have $14,000 allocated to subsidize dental and/or vision insurance premiums. To calculate how much each application will receive, we will first determine the total amount spent across all the applications. We will then calculate what percentage of the total sum each applicant spent. We will use this percentage to determine what portion of the total $14,000 each applicant will receive. This process ensures that we maintain a needs-based subsidy.

APPLICATION

The application is available on the adjunct union webpage - https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union. It must be completed in full, including the appropriate documentation and submitted to the adjunct union president by the deadline date.
PROFESSIONAL DEVELOPMENT GRANTS

PURPOSE & ELIGIBILITY

The College has established an annual professional development fund of $12,000 for 2018-2019 (June 1, 2018 through May 31, 2019). The purpose of this benefit is to provide reimbursement for professional development needs of bargaining unit members. Bargaining unit members who have taught more than one (1) semester at the College are eligible to apply.

COMMITTEE MEMBERS

Dixie Blackley, Associate Dean - College of Arts & Sciences
Jeanne Darby, Assistant Dean - College of Arts & Sciences
Pat Bliss, Associate Dean - Purcell School of Graduate & Professional Studies
Jennifer Gandee, Adjunct Assistant Professor - Visual & Performing Arts
David Wojciechowski, Adjunct Instructor - English
Amy Zubieta, Assistant Director for Human Resources

APPLICATION & TIMELINE

Please complete the Grant Application Form and have your department chair/program director complete the comment form. The Application Guidelines and Forms are available on the adjunct union webpage:
https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union

If you are requesting reimbursement for travel expenses as part of your professional development request, please review the College Travel Policy - https://echo2.lemoyne.edu/Faculty-Staff-Resources/Finance/Accounts-Payable.

Application Deadlines:

<table>
<thead>
<tr>
<th>Round</th>
<th>Deadline</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall round, current fiscal year</td>
<td>September 25</td>
<td>2018-2019</td>
</tr>
<tr>
<td>Spring round, current fiscal year</td>
<td>February 25</td>
<td>2018-2019</td>
</tr>
<tr>
<td>Spring round, next fiscal year</td>
<td>April 15</td>
<td>2018-2019</td>
</tr>
</tbody>
</table>

As a new adjunct faculty member, you would be eligible to apply for a professional development grant as of the Spring 2019 semester.
SUPPLEMENTAL RETIREMENT PLAN & TUITION REMISSION

TIAA-CREF ADMINSITERS OUR RETIREMENT PLAN. TUITION REMISSION FOR UNDERGRADUATE COURSE.

SUPPLEMENTAL RETIREMENT PLAN

Adjunct faculty members are eligible to participate in the non-contributory employee retirement savings account called the Supplemental Retirement Annuity Plan, sometimes referred to as the Tax Deferred Annuity Account. Please complete the Salary Reduction Agreement ([https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Benefits/Benefit-Forms](https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Benefits/Benefit-Forms)) to elect a percentage to contribute. Full ownership of all retirement benefits earned and accumulated, including benefits from the College’s contributions, is vested in the participant. Participation in the program is voluntary.

Once you have submitted your Salary Reduction Agreement to Human Resources, you should enroll online ([www.tiaa-cref.org/lemoyne](http://www.tiaa-cref.org/lemoyne)) to designate your beneficiaries.

Our TIAA-CREF representative, Joe Silino, is on campus once a month for individual financial consulting sessions with employees. You can also make appointments with him at the downtown Syracuse office. Please call 1-800-732-8353 or log-in to [http://www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc) to schedule an appointment (reservation is required).

Additional Information:

- You may change your contribution amount at any time, by completing another Salary Reduction Agreement.
- You can also change how your funds are allocated by logging into your account: [tiaa-cref.org/lemoyne](http://www.tiaa-cref.org/lemoyne)
- Summary Plan Description is available on the adjunct webpage: [https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union](https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union)

TUITION REMISSION

The College will remit for a bargaining unit member tuition for one (1) undergraduate course for each semester in which the adjunct faculty member earns Seniority Credit. The adjunct faculty member may have two semesters beyond the semester in which the course was earned to use the course. The course is not transferrable.

*Seniority Credit is earned when an adjunct faculty member teaches three (3) qualifying, credit hours or more (in any combination of one, two or three credit hour courses) during a semester.

To Request Tuition Remission:

1. Complete the Undergraduate Tuition Remission Request Form
2. Complete the Undergraduate Registration Form
3. Return both forms to Human Resources for processing
4. Forms can be found on the Human Resources webpage: [https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union](https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Unions/Adjunct-Union)
PERSONAL HEALTH & WELLNESS
AND WORKERS COMPENSATION

DOLPHINS LIVE WELL.

MISSION & VISION

In alignment with our Ignatian identity, Dolphins Live Well promotes integrated wellness of mind, body and spirit, by empowering the Le Moyne community to make active decisions regarding their overall wellbeing through insight, inquiry and involvement. Our Vision is to provide a comprehensive source of resources and information serving a vibrant campus community where personal development and wellbeing is the norm.

WELLNESS IS…

- an active, intentional, lifelong process of becoming aware of choices and making decisions toward a balanced and meaningful life.
- a way of life oriented toward optimal health and well-being in which body, mind, and spirit are integrated by the individual to live more fully within the human and natural community. – Myers, Sweeney, Whitmer
- an active process through which people become aware of, and make choices toward, a more successful existence. – Hettler
- giving good care to your physical self, using your mind constructively, expressing your emotions effectively, being creatively involved with those around you, and being concerned about your physical, psychological, and spiritual environments. – Travis

PROGRAMS & SERVICES

Lunch and Learns focusing on different aspects of wellness and health living to support a healthy you!

On-campus Flu Shot Clinics are coordinated by the Health Center during the fall semester.

Go Move Challenge. Competition with other Jesuit Colleges and University for minutes of movement during the month of February. Go ’Phins!!!

On-site, fully equipped Recreation Center is open to all faculty and staff free of charge. Family memberships are available for purchase through the recreation center – 6 month and 1-year options. The facility includes a fitness room, indoor pool, indoor track, studio, basketball courts and racquetball courts. www.lemoynedolphins.com

Fitness, yoga and barre classes are offered during the academic year free of charge.

Wellness Newsletters including articles, recipes and information on wellness opportunities on- and off-campus.

WORKERS COMPENSATION COVERAGE

Employees who are injured while on the job in College service are covered under our Workers Compensation Insurance. This coverage provides partial income payment in lieu of lost wages, as well as certain injury-connected medical payments. Regardless of the severity of the injury, a prompt report of any accident should be made by completing the Worker’s Compensation Claim Form (echo2.lemoyne.edu > Online Resources > Reporting an Injury at Work) and notifying your supervisor.