WELCOME TO THE UNIVERSITY OF ALASKA!

NEW EMPLOYEE ORIENTATION

UA OFFICE OF HUMAN RESOURCES
(907) 450-8200
UA-HR@ALASKA.EDU

AGENDA

• Introduction to UA and UA HR
• Getting started on campus and online
• UA Choice health care
• Retirement
• Supplemental coverages
• Additional benefits
REQUIRED ACTION ITEMS

Check the due date guide provided in your orientation email.

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health care form</td>
<td>[alaska.edu/benefits]</td>
</tr>
<tr>
<td>Retirement form</td>
<td>DocuSign</td>
</tr>
<tr>
<td>HR Address</td>
<td>[uaonline.alaska.edu]</td>
</tr>
<tr>
<td>Required training</td>
<td>[myua.alaska.edu]</td>
</tr>
<tr>
<td>Beneficiary Form</td>
<td>Basic Life</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** If no health care form is received you will be defaulted to the HDHP for employee only. If no retirement form is received, you will be defaulted to PERS/TRS with Fidelity for the UA Pension Plan.

A LITTLE BIT ABOUT UA HR

Our teams...
- Chief Human Resources Officer
- Operations
  - Personnel
  - Payroll
  - HR Accounting
  - HR Information Systems
- Employee Transitions and Benefits
- Labor and Employee Engagement
- Talent Acquisition

What we do...
- Recruitment
- Classification and compensation
- Onboarding / Offboarding
- Benefits Administration
- Employee relations guidance
- Training and development

Contact HR Customer Service:
- Email: ua-hr@alaska.edu
- Phone: (907) 450-8200
- Fax: (907) 450-8201

SSO Log-in to Spoke: [ua.spokemail.com](mailto:ua.spokemail.com)
HAVE A QUESTION FOR HR?

Ask SPOKE!

Log into SPOKE at [ua.askspoke.com](http://ua.askspoke.com) with your Single Sign On (SSO).
If you can’t find what you’re looking for reach out to us at [ua-hr@alaska.edu](mailto:ua-hr@alaska.edu)

Contact HR Customer Service:

Email: ua-hr@alaska.edu
Phone: (907) 450-8200
Fax: (907) 450-8201

YOUR BENEFITS TEAM

Fairbanks
Heather Arana – Director of Employee Transitions and Benefits
Jenn Ostrom – Employee Transitions and Benefits Specialist

Anchorage
Brittany Pleau-Richardson – Senior Employee Transitions and Benefits Specialist
Elaine Main – Employee Transitions and Benefits Specialist

How to find information…
Visit our website: [alaska.edu/benefits](http://alaska.edu/benefits)
Email us at ua-benefits@alaska.edu
Visit us at [ua.askspoke.com](http://ua.askspoke.com)
WHO TO KNOW

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>HR Coordinator</th>
<th>Employee Transitions and Benefits</th>
<th>Office of Equity and Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning the expectations of your role</td>
<td>New hire paperwork (I9, W4, etc)</td>
<td>Retirement</td>
<td>Title IX</td>
</tr>
<tr>
<td>Work/life balance and schedule</td>
<td>Time sheet questions</td>
<td>Health benefits</td>
<td>American’s with Disabilities Act (ADA)</td>
</tr>
<tr>
<td>Annual leave requests</td>
<td>Pay stub questions</td>
<td>Family and Medical Leave (FML)</td>
<td>Discrimination</td>
</tr>
<tr>
<td>Training and professional development</td>
<td>UAOnline questions</td>
<td>Long Term Disability</td>
<td></td>
</tr>
<tr>
<td>Performance reviews</td>
<td>myUA questions</td>
<td>Life Insurances</td>
<td></td>
</tr>
</tbody>
</table>

UNIVERSITY OF ALASKA SYSTEM

The University of Alaska oversees three main universities within the UA system. Several outlying campuses are affiliated with one of the three main universities.

We are governed by the Board of Regents (BOR)

- The BOR is an 11-member board
- Board members are appointed by the governor and confirmed by the Alaska state legislature
- The BOR sets UA’s policies
- [www.alaska.edu/bor](http://www.alaska.edu/bor)

We are a public institutions so we receive State, Federal, and grant funding
SHARED DECISION MAKING

Solid line: Policy actions affecting faculty, staff or students require Chancellor’s approval.

Dashed arrow: Policy actions affecting faculty, staff and students require consideration by UAF Governance CC prior to Chancellor approval.

Dashed double head arrow: Policy actions affecting UAF, UAA and UAS require consideration by the System Governance Council prior to President and/or BOR approval.

UA
Board of Regents

UA
President

UAF Chancellor
Provost

UAF Governance
Coordinating Committee

System Governance
Faculty Alliance
Staff Alliance
Coalition of Student Leaders
System Governance Council

Staff
Council

Faculty
Senate

Associated
Students of UAF
### DECISION MAKING GROUPS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Faculty</th>
<th>Staff</th>
<th>Unions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAA</td>
<td>Faculty Senate</td>
<td>Staff Council</td>
<td>United Academics (UNAC)</td>
</tr>
<tr>
<td>UAF</td>
<td>Faculty Senate</td>
<td>Staff Council</td>
<td>Local 6070</td>
</tr>
<tr>
<td>UAS</td>
<td>Faculty Senate</td>
<td>Staff Council</td>
<td>Fairbanks Firefighters Association</td>
</tr>
<tr>
<td>Statewide</td>
<td>-</td>
<td>Statewide Administration Assembly</td>
<td>Adjuncts (AAUP/AFT)</td>
</tr>
</tbody>
</table>

More information on UA System Governance can be found at: [https://www.alaska.edu/governance/](https://www.alaska.edu/governance/)

More information on unions can be found at: [https://www.alaska.edu/labor](https://www.alaska.edu/labor)

These decision making groups are not a competitor or a replacement for a labor union.

Board of Regents’ Policy and regulation can be viewed at [alaska.edu/bor](http://alaska.edu/bor)

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### GENERAL INFORMATION

- **Welcoming and Inclusive**
  - All employees have the right to a workplace free of discrimination and unlawful harassment

- **Drug & tobacco free**
  - All campuses are drug and tobacco free to include e-cigarettes

- **Probationary Period**
  - 6 month probationary period for all UA employees – ‘at will’
    - This is extended if any leave is used during first 6 months
    - If you are represented by a union, check CBA for probationary information

- **Do you have concerns about employee conduct?**
  1. Speak to your supervisor
  2. Contact Labor and Employee Engagement – ua-lee@alaska.edu
  3. Submit an anonymous complaint through EthicsPoint by phone 855-251-5719 or online at [alaska.ethicspoint.com](http://alaska.ethicspoint.com)

- **Slips, trips, and falls**
  - Report any slips, trip, falls, or unsafe conditions on campus to Risk Services:
    - [www.alaska.edu/risksafety/e_claims](http://www.alaska.edu/risksafety/e_claims)
EQUALITY AND NONDISCRIMINATION

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

For more information, including your campus representatives and approved notices, please visit: [alaska.edu/nondiscrimination](http://alaska.edu/nondiscrimination)

ETHICS

Your employee actions are governed by the Alaska Executive Branch Ethics Act and the Board of Regents (BOR)

1. Avoid official action on private interests
2. Avoid private action that is incompatible with official position
3. Avoid misuse of an official position

Disclose the following (1) upon hire, (2) if there are any changes, and (3) yearly on July 1 if there are any changes

FORMS
- Nepotism form
- Outside employment

GIFTS
- Gifts over $25 – ethical consideration
- Gifts over $150 – tax consideration

How to protect yourself? Disclose/report!
OUR LOGOS

<table>
<thead>
<tr>
<th>Campus</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAA</td>
<td>University Relations</td>
</tr>
<tr>
<td>UAF</td>
<td>University Relations</td>
</tr>
<tr>
<td>UAS</td>
<td>Marketing and Branding</td>
</tr>
<tr>
<td>Statewide</td>
<td>Public Affairs</td>
</tr>
</tbody>
</table>

STAYING INFORMED

Ask your supervisor about listservs

UAA | uaa.alaska.edu/news

UAF | news.uaf.edu

UAS | uas.alaska.edu/about/news-and-media

Statewide | alaska.edu/news
CAMPUS ID

Your card can be used as...
- Identification
- Access to secured areas (swipe entry)
- Purchasing food/drinks on campus
- Library checkouts
- Computer lab access

Visit the linked website for your campus for more information!

PARKING AND KEYS

For information on keys, please speak with your supervisor / HR Coordinator
**SINGLE SIGN ON (SSO)**

Manage your identity with ELMO | [www.elmo.alaska.edu](http://www.elmo.alaska.edu)

Password tips and tricks:
- Have a unique password for your single sign on (SSO)
- Keep your password secret – don’t share with anyone or keep it on a sticky note on your computer
- Need help with account maintenance? Reach out to OIT at 450-8300

**PHISHING**

Phishing is an attempt to get personal information or infect your device by masquerading as a trustworthy source.

Be on the look out for:
- Emails that end in @alaska.com not @alaska.edu
- Typos
- Emails with attachments or links that you are not expecting to receive
- Emails that you receive that do not read like the sender

**Know the sender!**

Recognize and report phishing attempts to [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu).
To Start:
1. Log into MyUA (alaska.edu/myua)
2. Click on “My community”
3. Click on “Learning Library”

**REQUIRED TRAINING**

There are **two** types of required training:

1. **Required** training all employees must complete
2. **Position Specific** training you may* need to complete

1. **Required training (Tier I)**
   1. Behavior Based Safety (BBS)
   2. Workplace Harassment Prevention
   3. Title IX (completed yearly)

2. **Position Specific training you may** need to complete
   Examples include: FERPA, lab and/or field safety, supervisor training, etc.

*Check with your supervisor for additional training requirements

**MYUA AND UAONLINE**

**MyUA**
- Position description
- Annual performance evaluation
- Professional Development
- Required training

**UAOnline**
- Updating your HR address
- Time sheet completion
- Pay information
- Leave accrual and availability
Complete a direct deposit form if you have not already: Direct Deposit Form

We are paid bi-weekly on Friday

The number of pay periods is based on your contract

- 12 month contract = 26 pay periods
- 9 month contract = 19.5 pay periods

Timesheets (UAOnline)

- Non-exempt will complete each pay period
- Exempt will complete when claiming any leave

Notes for your first paycheck:
- It is a paper check – check your HR address on UAOnline!
- There may be a 2 week time lapse between your first day and your first paycheck. Check with your HR Coordinator with questions on your first payday.

BENEFIT DEDUCTIONS BASED ON CONTRACT

Health care benefit deductions are based on your contract length
Same total annual charge, different biweekly amount.

Alaska529 – an education savings plan designed to make it easy to save for education.
Effort Certification

Conducted three (3) times a year: spring, summer, fall

Additional information and requirements resources can be found at:
http://www.alaska.edu/hr/hr-procedures/web-timesheets

Training and Professional Development

Additional training around research administration / grants and contract activities can be found at:
- Your department/unit business office lead
- Office of Grants and Contracts Administration (OGCA)

Required Action Items

Check the due date guide provided in your orientation email

UA Office of Human Resources

Due Date Guide for Benefit Enrollment Forms

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PLEASE NOTE: If no health care form is received you will be defaulted to the HDHP for employee only. If no retirement form is received, you will be defaulted to PERS/TRS with Fidelity for the UA Pension Plan.
**BENEFIT BREAKDOWN**

**Health Benefits**
- Medical, dental, vision and pharmacy
- Telemedicine
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Wellness Program

**Financial and Retirement Benefits**
- Retirement
- Life insurance
- Disability

**Additional Benefits**
- Employee Assistance Program
- Tuition waiver
- Holidays
- Leaves

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**UA CHOICE HEALTH CARE**

About Us

What is DirectPath?
A Patient advocacy program, personalized benefits education, and claims resolution and appeals.

There to answer questions you have on your health care plan, bills received, can help you find an in-network provider, and more.

You before DirectPath…

You after DirectPath…

Less Confusion, More Engagement
UA CHOICE HEALTH CARE

The University’s health care program has many features that have been designed to provide for your health care protection.

- Your wise and careful use of the program is key to the University’s ability to continue to offer a comprehensive health care program
- Our plan year runs with our fiscal year: July 1 – June 30

HEALTH PLAN INFORMATION – THE BASICS

- Comprehensive: medical, pharmacy, dental, & vision
- Part of a Preferred Provider Organization (PPO)
- No carve-out options for dental, pharmacy or vision coverage(s)
- Employee & covered dependents MUST be enrolled in the same plan
- Premium costs vary depending on the elected health care plan
- Premium costs are a pre-tax deduction
- Billing is handled by your provider (Premera) when in-network
You have four health care options to choose from:

1. 750 Health Care Plan
2. High Deductible Health Care Plan (HDHP)
3. Consumer Directed Health Care Plan (CDHP)
4. Opt-Out (if employee has other health care coverage)

Note: If no form is submitted for health care within 30 days, employee only will be placed in HDHP (option 2)

### Benefit to you

<table>
<thead>
<tr>
<th>Benefit to you</th>
<th>750 Plan</th>
<th>HDHP</th>
<th>CDHP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible</td>
<td>$750 per person</td>
<td>$1,250 per person</td>
<td>$1,500 per person</td>
</tr>
<tr>
<td></td>
<td>$2,250 per family</td>
<td>$3,000 per family</td>
<td>$3,000 per family</td>
</tr>
<tr>
<td>Annual out of pocket maximum</td>
<td>$4,250 per person</td>
<td>$5,000 per person</td>
<td>$5,000 per person</td>
</tr>
<tr>
<td>(includes deductible)</td>
<td>$9,250 per family</td>
<td>$11,000 per family</td>
<td>$6,850 per family</td>
</tr>
<tr>
<td>Coinsurance for Most services</td>
<td>In-network: 80% after deductible / Out-of-network: 60% after deductible</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>100% of allowable charges with no deductible</td>
<td>100% of allowable charges with no deductible</td>
<td>100% of allowable charges with no deductible</td>
</tr>
<tr>
<td>Health care cost (biweekly, EE)</td>
<td>$119.38</td>
<td>$70.43</td>
<td>$55.58</td>
</tr>
</tbody>
</table>

Note: Cost shown is for 12-month employees. If employed less than 12mo, cost is increased due to decreased length of contract.

HR can inform, not advise on options. Contact DirectPath for more information about your plan choices 866-253-2273.
**UA CHOICE HEALTH CARE**

HR can inform, not advise on options. Contact DirectPath for more information about your plan choices 866-253-2273.

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<tr>
<th>Benefit to you</th>
<th>750 Plan</th>
<th>HDHP</th>
<th>CDHP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Pharmacy (30-day supply)</td>
<td>Tier 1: Preferred Generic $10 Copay Tier 2: Preferred Brand Name $30 Copay Tier 3: Preferred Specialty $100 Copay Tier 4: Non-Preferred 30%</td>
<td>Deductible then 20%*</td>
<td></td>
</tr>
<tr>
<td>Home Delivery (90-day supply)</td>
<td>Tier 1: Preferred Generic $20 Copay Tier 2: Preferred Brand Name $60 Copay Tier 4: Non-Preferred 30%</td>
<td>Deductible then 20%*</td>
<td></td>
</tr>
<tr>
<td>Dental ($2000/yr max on care needs)</td>
<td>Deductible: $0 preventative / $25 restorative / $25 prosthetic</td>
<td>Deductible: $0 preventative / $50 restorative / $50 prosthetic</td>
<td></td>
</tr>
<tr>
<td>Orthodontia</td>
<td>50% ($1500 lifetime)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Vision</td>
<td>$10 copay for exam $25 copay for glasses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Prescriptions on the CDHP plan are billed like other medical services

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**UA CHOICE HEALTH CARE**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Contact information</th>
<th>Account setup</th>
<th>Cards Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Premera Blue Cross of Washington &amp; Alaska <a href="https://www.premera.com">https://www.premera.com</a></td>
<td>Register for new account on website</td>
<td>Cards are issued to each covered dependent</td>
</tr>
<tr>
<td>Dental</td>
<td><a href="https://www.premera.com">https://www.premera.com</a></td>
<td></td>
<td>One card issued for medical and dental</td>
</tr>
<tr>
<td>Pharmacy</td>
<td></td>
<td></td>
<td>1 – 2 cards issued, dependents share with sponsor</td>
</tr>
<tr>
<td>Vision</td>
<td>Vision Services Provider (VSP) <a href="https://www.vsp.com/">https://www.vsp.com/</a></td>
<td>Click on ‘how to enroll’ to be taken to new acct registration page</td>
<td>No cards, VSP ID number is UA ID # with a zero in front</td>
</tr>
<tr>
<td>Benefit to you</td>
<td>750 Plan</td>
<td>HDHP</td>
<td>CDHP</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Flexible Spending Account (FSA) (Medical)</td>
<td>$2750 per fiscal year (use it or lose it)</td>
<td>Cannot have FSA with HSA</td>
<td></td>
</tr>
<tr>
<td>Flexible Spending Account (FSA) (Dependent Care)</td>
<td>$5000 per FY if married filing joint or single head of household $2500 per FY if married filing separately (use it or lose it)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Savings Account (HSA)</td>
<td>N/A</td>
<td>N/A</td>
<td>$3550 individual $7100 family</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit to you</th>
<th>FSA</th>
<th>HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Annual Contribution</td>
<td>$2,750</td>
<td>$3,600 (Single) $7,200 (Family) $5 or over, additional $1,000</td>
</tr>
<tr>
<td>Employee manages documentation for expenses</td>
<td>Yes - must keep all receipts for vendor documentation</td>
<td>Yes - for IRS purposes</td>
</tr>
<tr>
<td>Medical Expenses Allowed</td>
<td>IRC 213(d) Expenses; but no Personal Health Insurance</td>
<td>IRC 213(d) Expenses, COBRA, qualified long-term care, and Medicare premiums</td>
</tr>
<tr>
<td>Use for Non-Medical Expenses</td>
<td>None</td>
<td>None, except after age 65, with no penalty, taxed as ordinary income</td>
</tr>
<tr>
<td>Eligibility Requirements</td>
<td>Benefits Eligible Employees</td>
<td>Must have a qualifying high deductible plan (minimum $1300 + single / $2600 + family) with no other coverage that is not a qualifying high deductible plan</td>
</tr>
</tbody>
</table>
UA CHOICE HEALTH CARE – FSA VS HSA

HR can inform, not advise on options. Contact DirectPath for more information about your plan choices 866-253-2273.

<table>
<thead>
<tr>
<th>Benefit to you</th>
<th>FSA</th>
<th>HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Care (elderly/child care)</td>
<td>$5,000 maximum, $2,500 married filing separately</td>
<td>None</td>
</tr>
<tr>
<td>Pre-tax salary deduction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tax-Treatment</td>
<td>Tax-Free</td>
<td>Tax-free when used for qualified medical expenses. 20% distribution penalty when used for non-medical expenses under age 65</td>
</tr>
<tr>
<td>Carryover of Unused Funds to Next Year</td>
<td>No (services must be used by June 30 and reimbursements submitted no later than September 30)</td>
<td>Yes</td>
</tr>
<tr>
<td>Portable after Termination (employee owned)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Administrator</td>
<td>ASIFlex</td>
<td>Employee/Bank of America</td>
</tr>
</tbody>
</table>

WHO IS ELIGIBLE FOR COVERAGE?

Who is eligible for coverage?

- Employee
- Spouse
- Dependent children under the age of 26
- Financially Interdependent Partners (FIP) & their dependent children
  - Additional paperwork required
  - Contact ua-benefits@alaska.edu

Employees are responsible for notifying UA HR if eligibility status changes for you or a dependent.
WAITING PERIOD – 30 DAYS

All new employees will have a 30 day waiting period before coverage begins. Check your due date guide!

When is my information sent to Premera?
Typically you will show active with Premera about 2-6 weeks after your 31st day.
If you need coverage due to an imminent appointment, please email ua-benefits@alaska.edu and include your name, UA ID, and reason for needing coverage.

If no health care form is submitted within 30 days of hire, employees will be placed into the High Deductible Health Care Plan for employee coverage only.

HOW TO CHANGE YOUR BENEFIT OPTIONS

Annual Open Enrollment
Mid-April to mid-May
May make any changes you would like to your coverage
All changes made are for next plan year (July 1 – June 30)

Major Life Events
Changes can be made within 30 days of a life event and 60 days for a birth or adoption. Life events include:
Increase / decrease of assignment
Birth / adoption
Marriage / divorce
Change of insurance coverage (employee or spouse), etc.

Note for births: temporary card issued, you must enroll your newborn for coverage

Don’t forget to update your beneficiary designation forms!
How do I find an in-network provider?
• Log on to www.premera.com/university-of-alaska/
• Call Premera
• Call the provider directly
• Call DirectPath 866-253-2273

What happens if I do not use an in-network provider?
If you do not use an in-network provider, the health plan will only cover 60% after you meet our deductible, with no out of pocket maximum.

UA CHOICE HEALTH CARE – IN NETWORK

UA CHOICE HEALTH CARE – OUT OF NETWORK

Benefits for non-emergency services from non-network providers at a lower benefit level for the following reasons:

Availability
If the services are medically necessary and not available from an in-network provider within 50 miles of your home.

Prior Authorization
You or your provider may request a prior authorization for the in-network benefit level before you see the non-network provider.

If there are in-network providers who can give you the same non-emergency care within 50 miles of your home, your request will not be approved.
UA CHOICE HEALTH CARE – TRAVEL

We are part of the Bluecard program & other inter-plan arrangements

Contact Premera if:
You are Traveling within or outside the United States
You require the services of a physician or hospital that is not in the Alaska Heritage network
Otherwise, benefits will be provided at a constant 60 percent of allowable charges, with no maximum out-of-pocket limit

UA CHOICE HEALTH CARE – PREVENTIVE

Take advantage of your preventive care benefits!

Schedule your annual exam and vaccinations with your doctor
When you schedule your appointment be sure to mention that you want a preventive exam
More details on prevent care can be found here
UA CHOICE HEALTH CARE – PREVENTIVE

Examples of preventive care services

- Services, Screenings & Tests
  - Wellness exams
  - Alcoholism screening & counselling
  - Blood pressure screening
  - Breast cancer screening
  - Diabetes screening

- Reproductive & women’s health
  - Children and Teens
  - Well-baby & well-child exams
  - Behavioral issues
  - BMI

- Medications & supplements
  - Folic acid
  - Birth control
  - Tobacco cessation

UA’s Wellness Program with PreventionCloud / Zomo Health

- Wellness Rebate of $600 for employee and $600 for spouse (if spouse is on health plan and they complete the program, too)
- Victoria Carver: victoria.c@zomohealth.com, 907-450-8203
- https://alaska.edu/hr/benefits/health/wellness.php
ADDITIONAL MEDICAL BENEFITS – 24/7 NURSE HOTLINE

24-Hour Care

Seeking care after the doctor's office closes

If you believe your condition is life or disability-threatening, call 911 or go to an emergency room. But if you need after-hours care for a non-life-threatening condition, you have options that could save you money. It pays to explore your options before you need them.

24/7 Nurse Line
- A registered nurse helps you find the best care
- The number is on the back of your member ID card
- [https://www.premera.com/ak/visitor/](https://www.premera.com/ak/visitor/)

ADDITIONAL MEDICAL BENEFITS – TELADOC

Virtual Care (TeladoC)
- Video or phone consultation with a Doctor to diagnose & treat common illnesses; can write prescriptions (855-332-4059), [https://member.teladoc.com/premeraak](https://member.teladoc.com/premeraak)
- Set up account – need your Premera ID
- App available to download on phone
How to use Medical Travel Support

We are pleased to offer Medical Travel Support to our members who live in Alaska. It gives you more access to quality care for certain medical procedures in and outside Alaska. The pre-approved medical facilities chosen to be part of this benefit all provide quality care at more affordable prices. You also have access to a national network of quality medical facilities through the Blue Cross and Blue Shield Association’s BlueCard® Program.

Medical Travel Support
- Access to quality care inside and outside of Alaska
- Call customer service (on back of ID card)

BENEFIT BREAKDOWN

Health Benefits
- Medical, dental, vision and pharmacy
- Telemedicine
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Wellness Program

Financial and Retirement Benefits
- Retirement
- Life insurance
- Disability

Additional Benefits
- Employee Assistance Program
- Tuition waiver
- Holidays
- Leaves
**WHAT ABOUT SOCIAL SECURITY?**

Human Resources IS NOT authorized to provide financial planning advice

UA withdrew from the Social Security system on January 1, 1982. This means your earnings (while in a retirement eligible position) at the university are not covered by Social Security.

PERS, TRS and ORP are considered full Social Security replacement plans.

Earnings are subject to the Medicare portion of Social Security.

For more information call 1-800-772-1213 or visit: [www.ssa.gov/pubs/EN-05-10007.pdf](http://www.ssa.gov/pubs/EN-05-10007.pdf)

**WHAT RETIREEMENT PLANS ARE AVAILABLE?**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Faculty</th>
<th>Staff/Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>- PERS Tier IV</td>
<td>- TRS Tier III</td>
<td>- Tax-deferred annuity</td>
</tr>
<tr>
<td>- ORP Tier III (in some cases)</td>
<td>- ORP Tier III</td>
<td></td>
</tr>
<tr>
<td>- UA Pension Plan</td>
<td>- UA Pension Plan</td>
<td></td>
</tr>
</tbody>
</table>

**Required Plans Include:**
- PERS
- TRS
- ORP
- UA Pension Plan*

**Optional Plans Include:**
- Tax-deferred Annuity

*Note: In rare cases, the UA Pension Plan is not available*
## RETIREMENT PROGRAMS

Human Resources IS NOT authorized to provide financial planning advice.

<table>
<thead>
<tr>
<th>STAFF</th>
<th>STAFF/FACULTY</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS Tier IV</td>
<td>UA Pension</td>
<td>TRS Tier III</td>
</tr>
<tr>
<td>Employee 8% of salary</td>
<td>Employer 7.65% of salary - Up to $42,000 wage base - 100% vested after 3 years</td>
<td>Employee 8% of salary</td>
</tr>
<tr>
<td>100% vested</td>
<td>45 day wait period upon termination</td>
<td>Employer 7% of salary</td>
</tr>
<tr>
<td>Employer 5% of salary</td>
<td>Employer 12% of salary</td>
<td>Employer 12% of salary</td>
</tr>
<tr>
<td>100% vested after 5 years</td>
<td>100% vested after 3 years</td>
<td></td>
</tr>
</tbody>
</table>

### PERS Tier IV / TRS Tier III Employer Vesting

<table>
<thead>
<tr>
<th>Year</th>
<th>Vesting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>50%</td>
</tr>
<tr>
<td>4</td>
<td>75%</td>
</tr>
<tr>
<td>5</td>
<td>100%</td>
</tr>
</tbody>
</table>

All plans are Defined Contribution Plans. PERS Tier IV and TRS Tier III are managed by the State of Alaska through Empower Retirement.

## RETIREE MEDICAL BENEFITS

<table>
<thead>
<tr>
<th>STAFF</th>
<th>STAFF/FACULTY</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS Tier IV</td>
<td>Premium Paid by Retiree or surviving spouse</td>
<td>TRS Tier III</td>
</tr>
</tbody>
</table>

Medicare eligible age with 10 years of service

OR

At any age with

• 25 years of service for peace officers and firefighters
• With 30 years of service for all others

<table>
<thead>
<tr>
<th>Year</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-14 years</td>
<td>30%</td>
</tr>
<tr>
<td>15-19 years</td>
<td>25%</td>
</tr>
<tr>
<td>20-24 years</td>
<td>20%</td>
</tr>
<tr>
<td>25-29 years</td>
<td>15%</td>
</tr>
<tr>
<td>30+ years</td>
<td>10%</td>
</tr>
</tbody>
</table>

Medicare eligible age with 10 years of service

OR

At any age with 30 years of service

No Retiree Medical Benefit
## Vendors – ORP and UA Pension Plan

### Provider Information

<table>
<thead>
<tr>
<th>Provider</th>
<th>Contact Information</th>
<th>Contribution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity</td>
<td>(800) 343-0860</td>
<td>Plan ID #’s</td>
</tr>
<tr>
<td></td>
<td><a href="http://enrollonline.fidelity.com/">http://enrollonline.fidelity.com/</a></td>
<td>- UA Pension Plan 65797</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ORP employer contributions 52027</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ORP employee contributions 57642 TDA</td>
</tr>
<tr>
<td>Lincoln National</td>
<td>(800) 348-1212 or (800) 478-6393 (Alaska) or (907)</td>
<td>Contact Lincoln</td>
</tr>
<tr>
<td>(Local)</td>
<td>452-6393 (Fairbanks)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.lfg.com">www.lfg.com</a> or at <a href="http://lfa-fairbanks.com/page">http://lfa-fairbanks.com/page</a> (Fairbanks)</td>
<td></td>
</tr>
<tr>
<td>TIAA</td>
<td>(800) 842-2776</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.tiaa.org">www.tiaa.org</a></td>
<td></td>
</tr>
<tr>
<td>VALIC (Local)</td>
<td>(866) 350-8302 or (907) 279-8302 (Anchorage) or (907)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>458-0101 (Fairbanks)</td>
<td></td>
</tr>
</tbody>
</table>

### Retirement Programs

**Human Resources IS NOT authorized to provide financial planning advice**

- **I am staff**
  - I have worked for UA before in a position with retirement
    - **My retirement is:**
      - My previous retirement with UA unless I had TRS previously. In which case, I will have PERS Tier IV
    - **My retirement is:**
      - My previous PERS Tier
      - UA Pension Plan

- **I have never worked for UA**
  - I have worked for the State of Alaska before in a position with retirement
    - **Yes**
      - I have closed my previous account with the State
        - **Yes**
          - My retirement is:
            - PERS Tier IV
            - UA Pension Plan
        - **No**
          - My retirement is:
            - PERS Tier IV
            - UA Pension Plan
    - **No**
      - My retirement is:
        - PERS Tier IV
        - UA Pension Plan
Human Resources IS NOT authorized to provide financial planning advice

**RETIREMENT PROGRAMS**

**I am faculty**

I have never worked for UA

I have worked for the State of Alaska before in a TRS position

No

Yes

My retirement is:

- TRS Tier III
- ORP Tier III
- UA Pension Plan

I have closed my previous account with the State

Yes

No

My retirement is:

- My previous TRS Tier
- ORP Tier III
- UA Pension Plan

**I have worked for UA before in a position with retirement**

My retirement is:

- My previous retirement with UA unless I had PERS previously, in which case I will have TRS or ORP depending on my previous election

**I am an Executive**

I have never worked for UA

I have worked for the State of Alaska before in a PERS position

No

Yes

My retirement is:

- PERS Tier IV
- ORP Tier III
- UA Pension Plan

I have closed my previous account with the State

Yes

No

My retirement is:

- My previous PERS Tier
- ORP Tier III
- UA Pension Plan

I have worked for UA before in a position with retirement

My retirement is:

- My previous retirement with UA unless I had TRS previously, in which case I will have PERS or ORP depending on my previous election
TAX-DEFERRED ANNUITY

Human Resources IS NOT authorized to provide financial planning advice

- Additional, optional retirement account
- Available to all employees
- May enroll or make changes at any time
- Voluntary employee only contributions
- 403(b) Supplemental Retirement Account

TDAs may be used:
- as retirement income
- as a tax-deferred savings plan
- to reduce taxable income

Plan Limits for current calendar year are:
- $19,500
- $26,000 if age 50 or over

https://alaska.edu/hr/benefits/retirement/index.php

LIFE INSURANCE – BASIC AND SUPPLEMENTAL

BASIC:
Life Insurance in the amount of $50,000
- Provided at no cost to all benefited employees
- Beneficiary form

Supplemental:
- Offered for an additional cost for $50,000 - $600,000
- Beneficiary form
- May elect up to $200,000 without Evidence of Insurability
- Cost is determined by age and amount selected
- Deductions are not pre-tax
ACCIDENTAL DEATH AND DISMEMBERMENT

**Supplemental:**
- $300,000 base for employee
- Family coverage options:
  - Spouse and no dependent children = spouse covered at 50% of base benefit
  - Dependent children but no spouse = each child covered at 15% of base benefit
  - Spouse and dependent children = spouse covered at 40% and each child at 10% of base benefit
- This the only life insurance UA offers with dependent enrollment
- [Beneficiary form](#)

WORKERS’ COMPENSATION

Employees injured or made ill because of work conditions

Covers medical, wage loss, rehabilitation and other benefits
Mandated by law in Alaska under Alaska Statute 23.30
You must report an accident or injury to be eligible
During workers’ compensation, family medical leave may be in effect

Report an incident: [https://www.alaska.edu/risksafety/e_claims/](https://www.alaska.edu/risksafety/e_claims/)
BENEFIT BREAKDOWN

Health Benefits
- Medical, dental, vision and pharmacy
- Telemedicine
- Health Savings Account (HSA)
- Flexible Spending Account (FSA)
- Wellness Program

Financial and Retirement Benefits
- Retirement
- Life insurance
- Disability

Additional Benefits
- Employee Assistance Program
- Tuition waiver
- Holidays
- Leaves

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Online resources available to UA employees and family members living in employee's household

https://alaska.edu/hr/benefits/support/employee-assistance.php

- Confidential counselling, legal and guidance assistance
  - Up to 10 sessions free of charge to the employee per issue
  - Parenting, marriage, stress, mental health, etc.
- 30 minutes of free advice from an attorney
  - 25% off attorney fees if retained
- Guidance in Finding:
  - Child or elder care
  - Financial advisors / calculators for purchasing home, car, or saving for college
- Professional Development
  - Training on variety of topics

Contact: 1-866-327-2400 or online at: www.deeroaks.com
ELIGIBILITY REQUIREMENTS

- Regular employees, spouse and dependent children
- Dependent children must be under age 24

PROGRAM BENEFITS

- Employees: Up to 8 credits per semester, 16 credits per academic year
- Spouse & dependent children: No cap on number of credits
- Self-supported courses are excluded

TUITION WAIVER

ELIGIBILITY REQUIREMENTS

- All benefit eligible employees

BENEFITS

- 12 paid holidays per calendar year
- 3-day Campus Closure during winter break
  - Must use leave without pay (LWOP), annual leave, or faculty time off (FTO)
## ACCRUED LEAVE

<table>
<thead>
<tr>
<th>STAFF</th>
<th>STAFF/FACULTY</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
<td><strong>Personal Holiday</strong></td>
<td><strong>Sick Leave</strong></td>
</tr>
<tr>
<td>0-5 Years</td>
<td>5.54 hrs/pp</td>
<td>1 per Fiscal Year</td>
</tr>
<tr>
<td>6-10 years</td>
<td>6.64 hrs/pp</td>
<td>• Not guaranteed</td>
</tr>
<tr>
<td>&gt;10 years</td>
<td>7.38 hrs/pp</td>
<td>• Use it or lose it</td>
</tr>
<tr>
<td>Cap of 240 hrs per year</td>
<td></td>
<td>• Must be used by June 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Represented employees check CBA</td>
</tr>
</tbody>
</table>

*Earned hours are based on your FTE. Chart reflects full time employee working 40 hours per week.*

## LEAVE WITHOUT PAY

- Immediate supervisors may approve up to 10 days
- Contact your HR consultant if leave will go over 10 days
  - Impact on benefits
  - FMLA (family medical leave act) needed?
  - LOA (leave of absence) needed?
FAMILY MEDICAL LEAVE (FML)

What is FMLA?
Unpaid job protect leave for medical conditions that allows employee to return to the same or similar position with same pay and working conditions

Federal law: 12 weeks per year for serious health conditions

State law: (1) 18 weeks per 24 month period for serious health conditions
(2) 18 weeks within twelve months for pregnancy, childbirth or adoption

If eligible for both federal and state, leaves will run concurrently

More information
https://www.alaska.edu/hr/benefits/leave/family.php

LEAVE SHARE PROGRAM

Program:
• Allows employees to voluntarily transfer hours from their unused sick leave balance to the sick leave balance of an employee on approved Family Medical Leave
• Employees may use up to 520 hours (yearly) based on full time status
• Not available for pregnancy/birth

Donations:
• No limit on donation amounts
• Donation form

More information
https://www.alaska.edu/hr/benefits/leave/family.php
OTHER LEAVES

- Jury Duty Leave
- Military Leave
  - 16.5 paid days per year

Frequently Asked Questions

How do I sign up for health care?
[https://alaska.edu/hr/benefits/health/index.php](https://alaska.edu/hr/benefits/health/index.php)

I have health care outside of the university. Do I still need to complete a form?
Yes.

How do I sign up for retirement? DocuSign documents will be emailed to your UA email address after today's orientation.

When does my health insurance become effective? 31 days after your first day of employment.

When will I receive my cards from Premera? Information is sent to Premera once a month. You will receive your insurance card from Premera approximately 2-6 weeks after your insurance becomes effective (31 days after your first day of employment).