Employee Benefits Update 2020
Health Insurance Renewal Objectives

• Keep quality health care affordable for Carleton faculty and staff
• Make sure premiums cover claims
• Keep the rate of college cost growth sustainable (equal to growth in revenue)
# Plan Design Changes

<table>
<thead>
<tr>
<th></th>
<th>2019 Maize</th>
<th>2020 Maize</th>
<th>2019 Blue</th>
<th>2020 Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible:</strong></td>
<td>$1,250/$2,500</td>
<td>$1,250/$2,500</td>
<td>$1,500/$3,000</td>
<td>$1,500/$3,000</td>
</tr>
<tr>
<td><strong>OOP Max:</strong></td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
</tr>
<tr>
<td><strong>Office Visit:</strong></td>
<td>$50</td>
<td>$50</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Specialty Care:</strong></td>
<td>25%</td>
<td>$100</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Co-Insurance:</strong></td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Plan HSA Contribution:</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>$1,200/$2,400</td>
<td>$1,200/$2,400/$3,000</td>
</tr>
</tbody>
</table>

*Carleton*
## Rx Plan Design – No Changes

<table>
<thead>
<tr>
<th></th>
<th>2019 Maize</th>
<th>2020 Maize</th>
<th>2019 Blue</th>
<th>2020 Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic</strong></td>
<td>$25</td>
<td>$25</td>
<td>$1,500/$3,000</td>
<td>$1,500/$3,000</td>
</tr>
<tr>
<td><strong>Formulary</strong></td>
<td>$50</td>
<td>$50</td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
</tr>
<tr>
<td><strong>Non-Formulary</strong></td>
<td>$100</td>
<td>$100</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Specialty</strong></td>
<td>25% to $200 Max</td>
<td>25% to $200 Max</td>
<td>25%</td>
<td>25%</td>
</tr>
</tbody>
</table>
# Premium Calculations

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$679.07</td>
<td>$ 686.49</td>
<td>$521.00</td>
<td>$165.49</td>
<td>$5.67</td>
</tr>
<tr>
<td>Employee + 1</td>
<td>$1,449.82</td>
<td>$ 1,464.66</td>
<td>$1,104.29</td>
<td>$360.37</td>
<td>$12.37</td>
</tr>
<tr>
<td>Family</td>
<td>$2,218.94</td>
<td>$ 2,241.17</td>
<td>$1,685.80</td>
<td>$555.37</td>
<td>$19.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blue Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Employee + 1</td>
</tr>
<tr>
<td>Family</td>
</tr>
</tbody>
</table>

*Carleton*
Prescription Costs – Blue Plan

• You pay the actual cost of the medicine until deductible is reached.
• Once deductible is reached, then pay 25% of cost until out of pocket maximum (OOPM) is reached.
• Once OOPM reached, prescription covered 100%
• Same formulary
Prescription Costs – Blue Plan

- Empower HSA RxPlus Plan- discount prices for certain preventative prescriptions. (potential co-pay for some)
- List of discounted medicines on HR website

<table>
<thead>
<tr>
<th></th>
<th>Anticoagulant</th>
<th>Antiplatelet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Dependency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antipsychotic &amp; Depression</td>
<td>Asthma &amp; COPD</td>
<td>Breast Cancer</td>
</tr>
<tr>
<td>Cholesterol</td>
<td>Weight Loss</td>
<td>Diabetes</td>
</tr>
<tr>
<td>Hypertension</td>
<td>Prenatal Vitamins</td>
<td>Smoking cessation</td>
</tr>
</tbody>
</table>
Health Savings Account

• Automatic employer contributions
• Optional employee pre-tax contributions
• Balance carries forward automatically
• HSA debit card
• Pay at point of service or set up payments online
• Investment opportunity with balances $2,000 or more
• Employee owned bank account, no risk of forfeiture
## 2020 IRS HSA Contribution Limits

<table>
<thead>
<tr>
<th>Tier</th>
<th>2020 Employee Annual Max Contribution</th>
<th>2020 Plan HSA Annual Contribution</th>
<th>2020 IRS Annual Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$2,350</td>
<td>$1,200</td>
<td>$3,550</td>
</tr>
<tr>
<td>Employee +1</td>
<td>$4,700</td>
<td>$2,400</td>
<td>$7,100</td>
</tr>
<tr>
<td>Family</td>
<td>$4,100</td>
<td>$3,000</td>
<td>$7,100</td>
</tr>
</tbody>
</table>

- Catch up contribution for those age 55 or older is $1,000.
HSA and Federal Guidelines

Please closely review federal guidelines if...

• You have Medicare, including Part A
• You have coverage under other plan – non-HDHP
• You have children on your plan that you can no longer claim as dependents
• You have a domestic partner on the plan
Flexible Spending Accounts

• Dependent Care Account
  • You must elect your annual amount; funds are available as they are contributed through payroll
  • $5000 limit per family

• Medical Flexible Spending Account
  • Not available for Blue plan participants
  • You must elect your annual amount; funds are available to you January 1
  • IRS’s 2020 limit is $2,750
  • Grace Period allows you to incur expenses thru 03/15 each year
  • Run-Out Period allows you to request reimbursement by 04/30 each year
  • 2019 Enrolled in Maize, 2020 change to Blue– Must have a ZERO balance in your FSA by 12/31/2019.

**NOTE: If you don’t use it, you lose it. No Rollover.**
Retirement Plans

• Review your current contributions

• TIAA - Defined Contribution Plan – Non-union, benefit eligible employees
  • Participation is mandatory
  • Carleton contributes 10%; employee contributes 2% of base wage
  • Deductions are pre-tax.
  • Employees are vested on their first day of employment.

• IUOE Central Pension Fund – Union, benefit eligible employees
  • Participation is mandatory
  • Carleton contributes 10% of the employee's base wage.
  • No employee contribution

• TIAA - Supplemental Retirement Plan 403b – All employees
  • Participation is voluntary
  • Age 21 and older, and who have a 0.1-1.0 FTE
  • 2020 contribution limits are: $19,500; 50+ Catch up is $6,500
  • Employees can choose pre-tax or post-tax (Roth) deductions.
### 403b Deferral Limits

<table>
<thead>
<tr>
<th></th>
<th>2020 IRS Contribution Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>403b Deferrals</td>
<td>$19,500</td>
</tr>
<tr>
<td>Catch-up Contributions (50+)</td>
<td>$6,500</td>
</tr>
<tr>
<td>Additional Deferral Possibility (subject to TIAA approval)</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

TIAA-CREF elections are not made in the online benefit enrollment system. Forms available on HR website.
2020 Summary of Changes

- **Health**: Premiums increased; Plan design changes
- **Dental**: Premiums stayed flat
- **Vision**: Premiums stayed flat
- **HSA**: IRS annual limits increased
- **Flex Medical**: IRS 2020 annual limit $2,750
- **Flex Dependent Care**: IRS annual limit remains at $5,000
- **Group Life**: No Changes
- **Supplemental Life**: No Changes
- **Long Term Disability**: No Changes
- **TIAA Retirement Plans** - Investment Menu Changes
  - **Defined Contribution 403b**: No plan design changes
  - **Supplemental Retirement Account (SRA)**: Change to the plan loan program 1/1/2020.
Key Takeaways & Next Steps

• Open Enrollment 11/5/2019-12/2/2019 (midnight)

• Log into Online Benefit Enrollment:
  • Username & Password are the same as your Single Sign On (SSO)

• Review:
  • Current benefit elections and make changes if needed.
  • Dependent DOB and SSN; update if they are missing
  • Beneficiaries, designate primary and if needed secondary

• There are two types of enrollment:
  • Passive: Auto enrollment into the same plan you have today, unless you make a change.
  • Active: Not Auto enrolled; Must elect if you want the plan for 2019.
## Benefit Enrollment Options

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Type of Enrollment</th>
<th>Open Enrollment (Yes/No)</th>
<th>How to Review/Elect</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA</td>
<td>Active</td>
<td>Yes</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Medical FSA</td>
<td>Active</td>
<td>Yes</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td>Active</td>
<td>Yes</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Dental</td>
<td>Passive</td>
<td>Yes</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Health</td>
<td>Passive</td>
<td>Yes</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Long Term Care</td>
<td>Passive</td>
<td>No</td>
<td>Gary Marx</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Passive</td>
<td>No</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Retirement</td>
<td>Passive</td>
<td>No</td>
<td>TIAA (Non Union) / IOUE (Union)</td>
</tr>
<tr>
<td>Supplemental Life and AD&amp;D</td>
<td>Passive</td>
<td>No</td>
<td>Online Benefit Enrollment</td>
</tr>
<tr>
<td>Group Life and AD&amp;D</td>
<td>Auto</td>
<td>No</td>
<td>Online Benefit Enrollment</td>
</tr>
</tbody>
</table>
Online Benefit Enrollment System

- The online enrollment will look different due to upgrades.
- E-mails regarding Open Enrollment will come from: hr@carleton.edu
- You will be able to track your progress through the Open Enrollment process.
- You can pick up where you left off if you are unable to complete your elections.
- You will receive confirmation of your elections.
- You can change your elections as many times as you need to, the system will save the most recent elections you made.
Welcome to your Open Enrollment!

Enrollment Deadline: 12/3/2019
Your Status: Not Started
Start Your Enrollment

Welcome,
Kirsten Budin

My Profile
Edit my profile
Edit dependent profiles
Change my address
You will be prompted to:

- Update Dependent Info.
- Designate your Beneficiaries

The system walks you through the steps.
• Review your enrollment elections
• Click the “I agree” box at the bottom of the page.
• Click Complete Enrollment to receive your confirmation statement.
Your enrollment is complete!

You may make changes to your elections until: December 3, 2019

Your Confirmation Statement is ready
Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

[Options: VIEW, EMAIL, PRINT]
This is what the screen looks like if you login after completing your enrollment.

Your enrollment is complete!

Last date to make changes 12/3/2019

Your Status Complete

Change My Elections
Additional Open Enrollment Resources

• Human Resources is available to help answer questions and navigate the enrollment process

• Employees can send a meeting invite to schedule a meeting and/or phone call with Andrea Zunkel or Kirsten Budin.
  • Our calendars are up to date.

• Call Human Resources x7471 to schedule a time to meet.

• HR Website & Benefits Enrollment System
Employee Benefits

Carleton is proud to offer a comprehensive benefits package. If you have any questions about benefits, please contact us for assistance.

To participate in the college’s benefit programs you must be either a regular non-union employee with a (46-10) FTE or a union employee with a (50-10) FTE.

Benefits are effective on the first of the month following the start date of employment. If the start date occurs on either the first day or the month or the first working day of the month, benefits will be effective immediately. Time off benefits start accruing on the first day of employment.

2020 Benefits Open Enrollment

Please access the Online Benefits Enrollment system to make your 2020 benefit elections.

Meeting Schedule:

- November 7, 2019  1:15p - 2:15p – Leighton #305
- November 8, 2019  9:00a - 10:00a – Weitz #236
- November 11, 2019  9:30a - 10:30a – Weitz #236
- November 13, 2019  3:00p - 4:00p – AGH Meeting Room
- November 19, 2019  1:00p - 2:00p – Leighton #305
- November 22, 2019  10:30a - 11:30a – Weitz #236
# 2020 Open Enrollment Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 7, 2019</td>
<td>1:15pm-2:15pm</td>
<td>Leighton #305</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>9:00am-10:00am</td>
<td>Weitz #236</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>9:30am-10:30am</td>
<td>Weitz #236</td>
</tr>
<tr>
<td>November 13, 2019</td>
<td>3:00pm-4:00pm</td>
<td>AGH Meeting Room</td>
</tr>
<tr>
<td>November 19, 2019</td>
<td>1:00pm-2:00pm</td>
<td>Leighton #305</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>10:30am-11:30am</td>
<td>Weitz #236</td>
</tr>
<tr>
<td>Vacation:</td>
<td>Changes</td>
<td>No Change</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current</td>
</tr>
<tr>
<td>At Hire:</td>
<td></td>
<td>20 days</td>
</tr>
<tr>
<td>After 10 Years:</td>
<td></td>
<td>20 days</td>
</tr>
</tbody>
</table>
## Vacation Adjustments – Bi-Weekly Staff (non-union)

<table>
<thead>
<tr>
<th>Vacation:</th>
<th>Changes</th>
<th>No Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>1/5/20*</td>
</tr>
<tr>
<td>At Hire:</td>
<td>10 days</td>
<td><strong>15 days</strong></td>
</tr>
<tr>
<td>After 5 Years:</td>
<td>15 days</td>
<td><strong>20 days</strong></td>
</tr>
<tr>
<td>After 10 Years:</td>
<td>20 days</td>
<td><strong>23 days</strong></td>
</tr>
</tbody>
</table>

* Beginning of the first payroll cycle in 2020
# Accrual Adjustments - Weather Days

<table>
<thead>
<tr>
<th>Weather Days:</th>
<th>12/1/19</th>
<th>Cap</th>
<th>Payout Eligible</th>
<th>Prorated by FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-union Staff:</td>
<td>2 days</td>
<td>2</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Benefit ?’s
Carleton Retirement Plan
Investment Menu Changes

Effective Date of Change 1/1/2020
What is changing?

• Several TIAA-CREF mutual funds will be removed or restricted based on fund performance
• New mutual funds will be added
• The fund option layout has been improved to provide clarity around investment choices
• Changes will be effective January 1, 2020
• We will hold education sessions in the fall during the open enrollment period
Restricted/Removed Fund Options

Funds Restricted for Future Contributions:

- All future contributions automatically be “mapped” to the designated replacement fund. Existing funds will remain in the fund (unless employee elects a transfer)

- Employees will need to determine if they want their current balance to be transferred to another fund (including replacement fund).

Removed Funds:

- Existing balance and future contributions will be automatically “mapped” to the designated replacement fund.

- Employee can elect to redirect both existing balance and future contributions to accounts other than the replacement fund.
# Investment Fund Menu Changes

## Retaining (no change)
- TIAA-CREF Life Cycle Funds
- Vanguard Federal Money Market
- TIAA Traditional
- CREF Stock
- American Funds New World R6
- CREF Money Market
- CREF Social Choice
- TIAA-CREF Social Choice Equity Institutional

## Restricting Future Contributions
- CREF Bond Market
- CREF Global Equities
- CREF Growth
- CREF Inflation-Linked Bond
- CREF Equity Index R2
- TIAA Real Estate

## Removing
- TIAA-CREF Bond Instl
- TIAA-CREF International Equity
- TIAA-CREF Large-Cap Growth
- TIAA-CREF Large-Cap Value
- TIAA-CREF Mid-Cap Growth
- TIAA-CREF Mid-Cap Value
- TIAA-CREF Real Estate Instl.
- TIAA-CREF Small Cap Equity

## Adding
- Vanguard Total Bond Market Index Adm
- Vanguard Total International Stock Index Adm
- Vanguard Total Stock Market Index Instl
- Vanguard Inflation Protected Sec Adm
- Conestoga Small Cap Instl
- Nuveen Small Cap Value R6
- Cohen & Steers Institutional Realty Shares
- DFA International Core Equity
- TIAA-CREF Social Choice Bond Institutional
- TIAA-CREF Social Choice International Equity

[Carleton Logo]
# Mapping of Restricted/Removed Funds to New Funds

<table>
<thead>
<tr>
<th>Current Funds to be Restricted/Removed</th>
<th>What will be transferred to new funds</th>
<th>New Funds to be Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cref Bond Market R2</td>
<td>Future Contributions only</td>
<td>Vanguard Total Bond Market Index Adm</td>
</tr>
<tr>
<td>CREF Global Equities R2</td>
<td>Future Contributions only</td>
<td>Vanguard Total International Stock Index Adm</td>
</tr>
<tr>
<td>CREF Growth R2</td>
<td>Future Contributions only</td>
<td>Vanguard Total Stock Market Index Instl</td>
</tr>
<tr>
<td>CREF Inflation-Linked Bond R2</td>
<td>Future Contributions only</td>
<td>Vanguard Inflation Protected Sec Adm</td>
</tr>
<tr>
<td>CREF Equity Index R2</td>
<td>Future Contributions only</td>
<td>Vanguard Total Stock Market Index Instl</td>
</tr>
<tr>
<td>TIAA Real Estate</td>
<td>Future Contributions only</td>
<td>Cohen &amp; Steers Institutional Realty Shares</td>
</tr>
<tr>
<td>TIAA-CREF Bond Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Vanguard Total Bond Market Index Adm</td>
</tr>
<tr>
<td>TIAA-CREF Intl Equity Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Vanguard Total International Stock Index Adm</td>
</tr>
<tr>
<td>TIAA-CREF Large-Cap Growth Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Vanguard Total Stock Market Index Instl</td>
</tr>
<tr>
<td>TIAA-CREF Large-Cap Value Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Vanguard Total Stock Market Index Instl</td>
</tr>
<tr>
<td>TIAA-CREF Mid-Cap Growth Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Conestoga Small Cap Instl</td>
</tr>
<tr>
<td>TIAA-CREF Mid-Cap Value Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Nuveen Small Cap Value R6</td>
</tr>
<tr>
<td>TIAA-CREF Real Estate Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Cohen &amp; Steers Institutional Realty Shares</td>
</tr>
<tr>
<td>TIAA-CREF Small Cap Equity Instl</td>
<td>Current Balance &amp; Future Contributions</td>
<td>Nuveen Small Cap Value R6</td>
</tr>
</tbody>
</table>
# New Investment Menu Layout (1/1/2020)

This is the new format to assist employees in understanding the Investment Fund Menu.

<table>
<thead>
<tr>
<th>Multi-Asset</th>
<th>Stable Principal</th>
<th>Fixed Income</th>
<th>U.S. Equity</th>
<th>International Equity</th>
<th>Real Estate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Delegation Choices

**Retirement Year**
- TIAA-CREF Life Cycle Funds

## Directed Choices

### Indexed
- Vanguard Total Bond Market Index
- Vanguard Inflation Protected Sec Adm

### Actively Managed
- Vanguard Federal Money Market
- TIAA Traditional
- CREF Money Market R2
- Conestoga Small Cap Inv (growth)
- Nuveen Small Cap Value R6
- DFA International Core Equity

### Social Choice
- CREF Social Choice
- TIAA-CREF Social Choice Bond Institutional
- TIAA-CREF Social Choice Equity Institutional
- TIAA-CREF Social Choice International Equity

---

[Carleton Logo]
Common Questions

• With all the Vanguard Funds being added will we need to meet with a Vanguard Rep?
  • No, TIAA is the record keeper, and they offer Vanguard Funds as a part of their portfolio of fund options

• How do I know if I have investments in the funds being restricted?
  • You can meet with a TIAA financial advisor.
  • You can log into your TIAA account to view the funds you are investing in.
  • You can download TIAA’s mobile app.
  • You can call TIAA’s Customer Service #: 800-842-2252
Next Steps

• Review your TIAA investment funds to determine if future action is required for 2020.

• HR is currently working with TIAA to develop:
  ➢ Communication/education resources
  ➢ Processes for transferring current balances of restricted/removed funds to the designated replacement fund.

• 11/27/2019: TIAA will send a letter to impacted participants
  • Participants signed up for electronic delivery will receive the letter by e-mail. Check your junk/spam folders if you don’t receive it.

• Contact Human Resources with questions x7471
Questions?

• Human Resources Contacts for Benefits Questions:
  • Andrea Zunkel, Benefits Coordinator x5989 or azunkel@carleton.edu
  • Kirsten Budin, Benefits Manager x7142 or kbudin@carleton.edu
  • Matt Bolks, Human Resources Assistant x7471 or mbolks@carleton.edu