

MINNEAPOLIS COLLEGE OF ART AND DESIGN

SUMMARY OF STAFF BENEFITS - 2018

MCAD provides a wide range of benefits for its eligible employees. The benefits described below reflect those that are presently available to staff who are benefits eligible.

FLEXIBLE BENEFIT PLAN

MCAD offers a flexible benefit plan, which enables employees to make their employee contributions for many benefits on a pre-tax basis, thus saving 25% or more of the actual cost. The Human Resources Office will give you further information on this plan.

PLEASE NOTE THAT ONCE YOU HAVE MADE YOUR DECISIONS AND COMPLETED THE ONLINE BENEFITS ENROLLMENT, NO CHANGE MAY BE MADE UNTIL THE END OF THE PLAN YEAR (DECEMBER 31, 2018) UNLESS THERE IS A CHANGE IN FAMILY STATUS WHICH MEETS THE PLAN DEFINITIONS.

INSURANCE

Health, dental, life and disability insurance are currently available for eligible staff and their dependents. The benefits that may be available will be specified in materials provided by the respective insurance carrier. Under the College's current policies, insurance coverage is effective on the first day of the month following an eligible employee's date of hire.

HEALTH INSURANCE PLANS

Two health insurance plans are offered through HealthPartners for employees, spouses and dependents. They are the Open Access Major Medical Plan and the Open Access Co-Pay Plan, both offering out-of-network benefits.

The HealthPartners Open Access Major Medical Plan offers both in-network and out-of-network options.

Under in-network services, office visits, convenience clinics, eVisits, online care, urgent care, emergency care, inpatient hospital care, outpatient care and durable medical equipment have a 25% co-insurance payment after the deductible has been reached; the first three virtuwell visits are free, then have same co-insurance as convenience care. As with other services subject to deductible, these co-insurance payments are not paid at time of service, but rather when you receive a bill from the provider. There are three levels of monthly co-payment for prescription drugs at HP participating pharmacies: \$12 for generic formulary drugs, \$45 for brand formulary drugs, and \$90 for non-formulary drugs. Specialty drugs have a 20% co-insurance up to \$200 maximum co-pay per prescription per month. Mail Order Pharmacy co-payment for a 3-month supply is \$24 for generic formulary drugs, \$90 for brand formulary drugs and \$180 for non-formulary drugs. Calendar year out-of-pocket maximum for in-network services is \$4,000 per person, \$8,000 per family.

Under out-of-network services, routine physical and eye examinations, well-child care, prenatal and postnatal care, immunizations, office visits, inpatient hospital care, outpatient care and durable medical equipment are covered with a 50% co-insurance payment after the deductible has been reached. All prescription drugs (generic formulary, brand formulary and non-formulary) and specialty drugs have a 50% co-insurance payment after the deductible has been reached. Calendar year out-of-pocket for out-of-network services is \$8,000 per person, \$16,000 per family.

The HealthPartners Open Access Co-Pay Plan offers both in-network and out-of-network options.

Under in-network services, office visits and urgent care have a \$40 co-pay at time of service; convenience clinics, eVisits and online care have a \$20 co-pay at time of service; the first three virtuwell visits are free, then have same co-pay as convenience care; emergency care has a \$100 co-pay at time of service; ambulance, inpatient hospital care, outpatient care and durable medical equipment have a 25% co-insurance payment after the deductible has been reached. As with other services subject to deductible, these co-insurance payments are not paid at time of service, but rather when you receive a bill from the provider. There are three levels of monthly co-payment

for prescription drugs at HP participating pharmacies: \$12 for generic preferred drugs, \$45 for brand preferred drugs, and \$90 for non-preferred drugs. Specialty drugs have a 20% co-insurance up to \$200 maximum co-pay per prescription per month. Mail Order Pharmacy co-payment for a 3-month supply is \$24 for generic preferred drugs, \$90 for brand preferred drugs and \$180 for non-preferred drugs. Calendar year out-of-pocket maximum for in-network services is \$4,250 per person, \$8,500 per family.

Under out-of-network services, routine physical and eye examinations, well-child care, prenatal and postnatal care, immunizations, office visits, inpatient hospital care, outpatient care and durable medical equipment are covered with a 50% co-insurance payment after the deductible has been reached. All prescription drugs (generic formulary, brand formulary and non-formulary) and specialty drugs have a 50% co-insurance payment after the deductible has been reached. Calendar year out-of-pocket for out-of-network services is \$8,000 per person, \$16,000 per family.

Health Plans	Total Premium	MCAD's Contribution	Employee Cost	Employee Cost
Group # 0706	Per Month	Per Month	Per Month	Per Pay Period
2018 HP Major Medical Plan				
Employee	\$574.76	\$478.76	\$96.00	\$48.00
Employee + 1	\$1,149.52	\$683.34	\$466.18	\$233.09
Family	\$1,724.29	\$1,017.95	\$706.34	\$353.17
2018 HP Open Access Co-Pay Plan				
Employee	\$615.86	\$466.58	\$149.28	\$74.64
Employee + 1	\$1,231.73	\$702.49	\$529.24	\$264.62
Family	\$1,847.60	\$1,046.70	\$800.90	\$400.45

*24 pay periods per year

Any anticipated co-pays can be reimbursed through a medical reimbursement account (see "Reimbursement Accounts" below).

DENTAL INSURANCE PLAN

The College offers one dental plan: **Premier Dental Group**. This plan offers a schedule of dental benefits through its Premier Classic Network. You may also choose to go out-of-network, but then you will incur deductibles and higher co-insurance payments. Preventative services are provided at no cost to you in-network. If you or your family members are newly enrolled in the dental plan, then you are eligible for preventative and basic restorative services only. Upon the second and subsequent continuous years on the plan, you will be eligible for full dental coverage which includes preventative, basic restorative, major services, prosthodontics and orthodontics. Other treatments, including orthodontics, require a co-insurance payment (see the schedule of benefits in your benefit plan enrollment booklet which is online on the HR Intranet Site).

Premier Dental Group - Premier Classic Network		
	Per Month	Per Pay Period
Employee	\$ 54.12	\$27.06
Employee + 1	\$109.36	\$54.68
Family	\$163.22	\$81.61

* 24 pay periods per year

REIMBURSEMENT ACCOUNTS

In addition to employee benefit contributions, money to cover a number of other costs can be put into a dependent care and/or medical reimbursement accounts on a pre-tax basis. Examples of expenses, which can be covered by the medical reimbursement account, are: certain dental or orthodontic expenses; chiropractic care; prescription drugs; medical equipment; eye glasses and contacts. The maximum that can be placed annually in a flexible spending account (FSA) is \$2,650; the maximum for the dependent care account (DCA) is \$5,000.

LIFE INSURANCE

Basic Life/AD&D Insurance

MCAD provides a basic term life policy of \$30,000, which includes an accidental death and dismemberment plan. This is an employer-paid benefit.

Basic Life and AD&D (Guardian Life)	
Coverage	Company Paid Benefit
Basic Life	\$30,000
AD&D Benefit	\$30,000

Supplemental Life Insurance

Employees may purchase additional supplemental life insurance for themselves, their spouses and/or their dependent children at group rates. Amounts over \$100,000 for employees under age 65 and over \$50,000 for spouses are individually underwritten and are guarantee issue if elected upon hire. Child Life is available only if employee Supplemental Life is purchased – minimum of \$5,000 up to a maximum of \$20,000. Evidence of insurability is required when amounts are increased after the first election or if more than \$10,000 is elected at any time.

Supplemental Life Insurance	Rates (Employee & Spouse)	
	Monthly Rate	Per Pay Period
	Per \$10,000	Rate per \$10,000
<30	\$0.85	\$0.43
30-34	\$0.92	\$0.46
35-39	\$1.00	\$0.50
40-44	\$1.60	\$0.80
45-49	\$2.60	\$1.30
50-54	\$4.50	\$2.25
55-59	\$7.30	\$3.65
60-64	\$11.00	\$5.50
65-69	\$17.00	\$8.50
70-74	\$19.60	\$9.80
75 & Over	\$37.20	\$18.60

Dependent Child(ren) Costs

Per Family Unit	Monthly Rate	Per Pay Period
Per \$5,000	\$0.75	\$0.38
Per \$10,000	\$1.50	\$0.75
Per \$15,000	\$2.25	\$1.13
Per \$20,000	\$3.00	\$1.50

DISABILITY INSURANCE

Short-Term Disability

The College provides short-term disability coverage, due to an accident or an illness, for eligible employees. Benefits begin on the 15th day of disability or the end of sick time, whichever occurs last. After satisfaction of the 14-day disability waiting period and/or exhaustion of sick time, benefits are payable through 180 days of disability or the end of disability, whichever occurs first. This coverage is paid at the rate of 1% of your annual salary per week. There is no cost to you for this benefit.

Supplemental Short-Term Disability

Eligible employees may also purchase supplemental short-term disability insurance at a cost of \$8.00 per month. This coverage, concurrent with the college-paid short-term disability, begins on the 15th day of disability or the end of sick time, whichever occurs last. After satisfaction of the 14-day disability waiting period and/or exhaustion of sick time, benefits are payable through 180 days of disability or the end of disability, whichever occurs first, at which time an employee may be eligible for long-term disability. Supplemental short-term disability currently pays 60% of an eligible employee's salary up to a maximum of \$600 per week.

Long-Term Disability

This benefit is designed to provide income in the case of an extended illness or physical impairment. For eligible employees, it provides a benefit of 60% of salary up to a maximum of \$10,000 per month. This benefit begins after 180 days of disability. Payment may continue to age 65, or later depending on your age at the time of the initial disability.

RETIREMENT PLAN

All regular, full-time and part-time employees who meet current conditions of eligibility are participants in the Minneapolis College of Art and Design Defined Contribution Retirement Plan. Eligibility is currently determined by age and date of employment: employees must attain age 21 and have two years of continuous service (1,000 or more hours per year for staff) before they are eligible to participate in the College sponsored portion of the plan.

New employees hired from higher education institutions governed by 170(b)(1)(A)(ii) of the Code; state or government agencies; or non-profit agencies governed by 501(C)(3) rules where you have two years of continuous service immediately preceding hire at MCAD and have attained age 21 may be eligible to participate in the plan immediately. New employees can receive one year of credit from any of these organizations toward pension eligibility at MCAD as well.

Once eligibility requirements have been met, the College will contribute 5% of your total compensation to your retirement account. Eligible employees will be required to contribute 3.5% of salary by payroll reduction as a condition of employment. The pension benefits you receive will depend upon the value of this account when you retire.

All staff employees, even if they are not benefits-eligible, may elect to contribute to a Supplemental Retirement Annuity (SRA). Individuals are eligible to contribute to an SRA contract immediately following employment. This tax-deferred annuity allows you to accumulate retirement funds.

Current options for investing your Retirement or Supplemental Retirement Annuity Funds are described in the current Employee Benefit Plan Enrollment Booklet and in information available in the Human Resources Office.

ADDITIONAL BENEFITS

- Dependent upon available funds, the College currently provides an Educational Assistance Program: Tuition Waiver Programs for MCAD Day School, MCAD Post-Baccalaureate Certificates, MCAD

Graduate School and MCAD Continuing Studies, on a space available basis; Tuition Reimbursement Program for credit courses taken outside MCAD at accredited institutions; and a Tuition Exchange Program, for an employee's spouse and/or dependent children, within a consortium of over 600 colleges and universities across the country. General eligibility criteria for participation are that full-time, benefits-eligible employees must have been with the College six months and part-time, benefits-eligible employees must have been with the College one full year.

- Fifteen holidays per year, two of which are personal holidays (pro-rated for part-time employees)
- Twelve days vacation per year for newly hired non-exempt employees and 22 days for exempt employees (pro-rated for part-time employees)
- Personal/sick time accrued at one day per month (pro-rated for part-time employees)
- Flexible work hours
- Direct deposit of payroll checks
- Employee Assistance Program (EAP) provided through HealthPartners
- Membership in the Minneapolis Institute of Arts
- Bicycle Commuting Reimbursement Program
- MCAD Parking Benefit Reimbursement Program
- Discounted Metro Transit Metropass Cards are available on a pre-tax basis
- Discounted AAA Membership

BENEFIT STATEMENT

This summary was prepared to give staff a better understanding of the fringe benefits available. The benefits described above reflect those which are presently available to staff. These benefits are offered at the College's sole discretion. Although it is the desire of the College to provide benefits to its staff, the enumeration of these benefits should not be construed as a promise to always receive the benefits described. The benefits currently provided by the College may be changed from time to time as deemed necessary by the College. The College may modify, suspend, delete or otherwise revise the benefits, premium amounts, eligibility requirements, and/or administrative procedures regarding benefits at any time in its sole discretion. Notwithstanding the above, the College intends to maintain its benefit plans in compliance with relevant benefits statutes.

The College may change insurance carriers and/or insurance programs or insurance premiums payable by employees of the College from time to time. Any such change in insurance carriers or programs may affect eligibility requirements, the benefits provided by the insurance carrier, and premium amounts for which an employee is responsible under any given insurance policy.

This summary is a general explanation of the College's current insurance programs. If there is a conflict between this general description and information provided by a respective insurance carrier, the insurance carrier's description takes precedent over this general description.

If you have questions or would like additional information regarding insurance benefits, please contact the Human Resources Office at (612) 874-3504 or (612) 874-3770.