What’s Inside

Welcome to Harvard from Marilyn Hausammann, Vice President for Human Resources.................................3
Your Benefits Enrollment..................................................................................................................4
Who Can You Cover?....................................................................................................................4
Medical and Prescription Drug Coverage......................................................................................5
Dental Coverage............................................................................................................................6
Vision Care Coverage...................................................................................................................7
Disability Coverage.......................................................................................................................9
Life Insurance................................................................................................................................10
Long Term Care (LTC) Insurance ...............................................................................................10
Flexible Spending Accounts (FSAs) ............................................................................................11
Copayment Reimbursement Program ..........................................................................................13
Your Benefits with Harvard University Health Services (HUHS).........................................14
Retirement and Investment Programs.........................................................................................15
Tuition Assistance/Tuition Reimbursement Plans (TAP/TRP).....................................................18
Other Benefits, Perks and Services............................................................................................20
Important Contact Information for Benefits.............................................................................23
Frequently Asked Questions .......................................................................................................25
Changing Your Benefits During the Year ....................................................................................27

The employee benefit programs described in this Guide are effective in 2015. The information in this Guide is a summary of Harvard’s benefits, and every attempt has been made to ensure its accuracy. The actual provisions of each benefit program will govern if there is any inconsistency between the information in this Guide and Harvard’s formal plans, programs, policies or contracts, or any subsequent change in such plans, programs, policies or contracts.
Welcome to Harvard

Dear Colleague:

Welcome to Harvard! As a new member of the Harvard University faculty or staff, you are eligible for a wide range of valuable University-provided benefits designed to:

- Promote the health and wellness of you and your family
- Protect your income while you are working
- Build financial security for retirement
- Help you balance your personal responsibilities and work life
- Provide you with career development and educational opportunities

Some benefits are provided automatically, while you must actively choose others. Most are highly subsidized or even free to you as an important part of your total compensation package.

This Harvard 2015 Benefits Enrollment Guide gives you an overview of the benefits available to you. I urge you to review the information provided here soon – for some benefits you must enroll during the first 30 days of your employment.

Additional information about these benefits and many other employee services, perks and campus amenities can be found on HARVie – Harvard’s intranet for employees. Please go to harvie.harvard.edu, then to Compensation & Benefits > Compensation > Your Total Compensation to get started.

Sincerely,

Marilyn Hausammann

Marilyn Hausammann
Vice President for Harvard Human Resources
Your Benefits Enrollment

You have **30 days** from your date of hire or first date of benefits eligibility to enroll in the following Harvard benefits:

- Medical and Prescription Drug Coverage
- Vision Care Coverage
- Supplemental Life Insurance
- Dependent Care Flexible Spending Account (FSA)
- Dental Coverage
- Long Term Disability (LTD)
- Health Flexible Spending Account (FSA)
- Long Term Care (LTC) Insurance

You enroll in your benefits online using PeopleSoft; you can find detailed instructions in "Enrolling in Benefits Using PeopleSoft" in this package. When enrolling in these benefits, your enrollment is retroactive to your date of hire or first eligibility, and you will be charged retroactively for your benefits coverage from that date.

As a Harvard employee, you also have access to many other benefits and perks that you will find described in this booklet. Some of these are available to you immediately, others have different waiting periods. You can also learn more on HARVie (harvie.harvard.edu).

**Paying for Benefits with Pretax Dollars**

Your share of the costs for medical, dental, vision care as well as contributions to flexible spending accounts (FSAs) or a tax-deferred account for retirement savings are deducted from your pay on a pretax basis, as allowed by the IRS. This saves you significant money by reducing your taxable income. Long term disability, long term care and supplemental life insurance premiums are paid with after-tax dollars.

**Receiving Benefit Plan ID Cards**

You will receive ID cards for medical, prescription drug, dental and vision coverage two to three weeks after enrollment. If you use any of these benefits before receiving your ID card, call your benefit provider for information about coverage (contact information for plan vendors is on pages 23-24 of this Guide).

**Who Can You Cover?**

**Individual and Family Coverage**

You may elect individual coverage for yourself for any of the benefits listed above. You may also elect family coverage for yourself, your spouse or domestic partner and your eligible dependents under Harvard’s medical, dental and vision care plans. If you enroll a dependent, you must provide proof of the dependent’s eligibility and submit that proof with the Dependent Documentation Cover Sheet included in this package. Your spouse or domestic partner and other family members may apply for individual coverage under Harvard’s group Long Term Care (LTC) insurance.
For medical, dental and vision care, you may cover the following eligible dependents:

- Your spouse
- Your registered domestic partner (must be registered in order to receive coverage)
- Your eligible children under age 26 by birth, adoption, foster placement or legal guardianship, including eligible children of your spouse or domestic partner
- Your eligible disabled child(ren) age 26 and over, including eligible disabled child(ren) of your spouse or domestic partner

Proof of dependent eligibility includes copies of the following:

- Valid marriage certificate for spousal coverage
- Municipal registration of domestic partnership and Harvard’s Statement of Domestic Partnership for domestic partner coverage; to obtain a copy of the Statement of Domestic Partnership, contact Benefits or go to HARVie (harvie.harvard.edu), and select Forms at the top of the page
- Birth certificate, adoption documents or proof of legal guardianship for dependent child coverage
- In addition, per federal regulations, Harvard must collect the Social Security number of dependents covered by a health plan; you can provide this information in PeopleSoft when enrolling.

Medical and Prescription Drug Coverage

When you enroll in medical coverage, you pay a fraction of the total group premium, with Harvard paying most of the total premium. The enclosed Monthly Rates and Health Care Comparison Chart for 2015 provides rate information based on your salary tier and a side-by-side comparison of your medical options; it is also available online on HARVie (harvie.harvard.edu), select Compensation & Benefits > Health Benefits. You must elect this benefit within 30 days by going to PeopleSoft to receive this coverage.

Medical Coverage Choices

Most Harvard employees have a choice between two types of medical care options: Health Maintenance Organization (HMO) and Point of Service (POS). Monthly premiums are lower for HMOs, and there’s a reason for this difference. HMOs require you to select a primary care physician (PCP) who coordinates your care and authorizes visits to specialists. POS options offer nearly identical benefits and still require you to select a PCP, but they allow you the additional choice of visiting doctors and providers outside the network without a referral from your PCP.

Employees living outside Massachusetts may also choose a Preferred Provider Organization (PPO). In a PPO, you are not required to get referrals from a PCP to see specialists or other providers. The PPO does have a network of doctors and pays a higher benefit when you seek care from these in-network providers, which lowers your costs.

<table>
<thead>
<tr>
<th>HMO OPTIONS</th>
<th>POS OPTIONS</th>
<th>PPO OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Group Health Plan (HUGHP) HMO</td>
<td>Harvard University Group Health Plan (HUGHP) POS</td>
<td>Harvard Pilgrim Health Care (HPCP) PPO (must live outside Massachusetts)</td>
</tr>
<tr>
<td>Harvard Pilgrim Health Care (HPCP) HMO</td>
<td>Harvard Pilgrim Health Care (HPCP) POS</td>
<td></td>
</tr>
</tbody>
</table>
Prescription Drug Coverage
Your prescription drug benefit is included as part of your medical coverage and is administered by Catamaran, a pharmacy benefits manager. When you enroll in medical coverage, you will receive a Catamaran Welcome Kit with your Catamaran ID card and information on locating a pharmacy near you. Most major pharmacy chains accept Catamaran. Present your Catamaran ID card when filling prescriptions. You can save money on medications you take on a long-term basis by using mail order with Catamaran. With Catamaran mail order, you can buy up to a 90-day supply at a reduced copayment when compared to retail pharmacies. To learn more about mail order, contact Catamaran at the number on page 24 of this Guide.

Service Employees International Union (SEIU) Plan
Members of the SEIU bargaining unit have an additional health plan option, sponsored through the SEIU. This plan includes medical, dental, vision care and prescription drug coverage. You can find more information about this plan on HARVie (harvie.harvard.edu); select Compensation & Benefits > Health Benefits > Health Plans or call Benefits for more information.

Dental Coverage
Harvard offers comprehensive dental coverage through the Delta Dental PPO Plus Premier program, which includes dentists in the Delta Dental Premier and Delta Dental PPO networks. Delta Dental offers a wide network of participating dentists that includes 97% of dentists in Massachusetts. To locate participating dentists, visit www.deltadentalma.com. You may also receive services from non-participating dentists, in-state or out-of-state, although you may be billed for the difference between Delta Dental’s negotiated fees and those of a non-participating dentist. You must elect this benefit within 30 days by going to PeopleSoft to receive this coverage.

Delta Dental Highlights
• There is no balance billing for in-network dentists: you cannot be billed for the difference between your dentist’s rate and Delta Dental’s negotiated rate when you see a dentist in Delta Dental’s Premier or PPO network.
• There are no claim forms when you see a dentist in either Delta Dental network.
• Non-participating [out-of-network] dentists may balance bill. You are responsible for the difference between the non-participating maximum plan allowance and the full fee charged by the dentist.
• The maximum annual benefit for each plan participant is $3,000.
• You can roll over up to $750 of your annual benefit to the following year if you have had an oral exam or cleaning during the calendar year and have used less than $1,000 of the annual $3,000 benefit. If you reach the $1,000 threshold, remaining benefits cannot be rolled over. The total accumulated rollover maximum is $1,500, from year to year.
## OVERVIEW OF DENTAL BENEFITS & COVERED SERVICES *

<table>
<thead>
<tr>
<th>Coverage Maximums</th>
<th>$3,000 per covered person (annual)</th>
</tr>
</thead>
</table>

### Annual Deductible
- No deductible for diagnostic and preventive services and covered orthodontic services
- $50 per covered person for all other services ($25 for HUCTW and Local 26 members)
- Maximum $150 per family ($75 for HUCTW and Local 26)

### Covered Services
Coverage levels are the same for participating and non-participating dentists, whether in-state or out-of-state.

- **Preventive Care**
  - Cleanings and X-rays
  - Delta Dental pays 100%

- **Basic Services**
  - Temporary and permanent fillings, simple extractions, surgical extractions
  - Delta Dental pays up to 75% after deductible

- **Restorative Services**
  - Periodontics, endodontics and oral surgery, root canal, prosthetic maintenance, emergency dental care
  - Delta Dental pays 75% after deductible

- **Major Services**
  - Prosthodontics, installation of crowns, inlays, onlays, dentures, implants and bridges
  - Delta Dental pays 75% after deductible up to the limit of the plan benefit (some further restrictions may also apply)

- **Orthodontics**
  - Delta Dental pays 50% (with no deductible) for children under age 19, up to $1,500 lifetime maximum per child

*For details, please refer to the Delta Dental Summary of Benefits available on HARVie.

## Vision Care Coverage

Harvard’s comprehensive vision care provides coverage for vision exams and products at greatly reduced and/or discounted rates. Davis Vision, a leading provider of vision care benefits, is Harvard’s provider for this benefit. You must elect this benefit within 30 days by going to PeopleSoft to receive this coverage.

Davis Vision offers a nationwide network of providers. To locate a provider or see if your preferred provider is included in the Davis Vision network, call the Davis Vision customer service call center at 800-448-8245 or visit the member website at davisvision.com, enter Client Code 2556.

Harvard’s medical plans also offer vision care coverage and discounts. The overview on the next page can help you compare your options and decide whether Davis Vision is a good fit for you and your family.
<table>
<thead>
<tr>
<th></th>
<th>EYE EXAM (12 Months)</th>
<th>CONTACT LENS FITTING (12 Months)</th>
<th>FRAMES &amp; LENSES</th>
<th>CONTACT LENSES (In lieu of eyeglasses) (12 Months)</th>
<th>LASER VISION CORRECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAVIS VISION</strong></td>
<td>$15 copay</td>
<td>$20 copay for standard contact lenses</td>
<td>$20 copay (24 months) Choose any frame from Davis Vision’s Exclusive Collection: up to a $175 Value or $140 frame allowance, plus 20% discount on overages</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contact lenses from Davis Vision’s Contact Lens Collection or $150 allowance, plus 15% discount on overages</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HUGHP</strong></td>
<td>$0 copay</td>
<td>NOT INCLUDED</td>
<td>25% savings on frames and lenses. Discount applies only at: Davis Vision Network Providers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20% savings on daily wear contact lenses [10% savings on disposable lenses]. Discount applies only at: Davis Vision Network Providers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HPHC</strong></td>
<td>$0 copay</td>
<td>NOT INCLUDED</td>
<td>Free eyewear and additional eyewear savings available from specific providers. Visit <a href="http://harvardpilgrim.org/savings">harvardpilgrim.org/savings</a> for details</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15%-20% off cost of contact lenses from specific provider network. Discount applies only at: LensCrafters, Sears, Target, Pearle and JCPenney</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>US Laser Vision Network offers up to a 15% discount off the usual and customary charge, or up to a 5% discount toward promotional pricing, whichever is lower. 40%-50% off national average price of Traditional LASIK. Discount applies only at: QualSight LASIK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

With Davis Vision, Harvard employees and covered family members can use their retail frame allowance on any frame at any in-network provider location. For enhanced value, members can select from more than 200 frames from the Davis Vision Exclusive Collection at little or no additional out-of-pocket cost.
Disability Coverage

Short Term Disability (STD)
Harvard provides staff members with short term disability (STD) benefits of up to 180 days due to a disability or illness. You do not need to enroll in this benefit and there is no cost to you for participation. STD pays between 70% and 100% of your pre-disability salary, depending on your job classification and years of Harvard service. Generally, employees must satisfy a waiting period and “spend down” certain number of available sick days before STD benefits can begin. Please refer to HARvie (harvie.harvard.edu) for details on STD benefits.

Long Term Disability (LTD)
Long Term Disability (LTD) insurance is an optional benefit that helps you meet your financial commitments if you are unable to work for more than 180 days due to a disability. Harvard’s LTD plan is offered through the Standard Insurance Company. You must enroll in this benefit in order to receive coverage. Premiums are deducted from your after-tax pay. If you enroll within your first 30 days of hire or first becoming eligible, you do not need to provide a medical history form.

The LTD program pays you a benefit of 60% of your pre-disability salary (tax free) at the time you become disabled. While you are on LTD, Harvard continues your life insurance coverage free of cost and continues your retirement plan contributions. In addition, you remain eligible for Harvard’s medical, dental and vision care benefits at Harvard’s highly subsidized rates.

LTD Highlights
LTD covers disabilities incurred both on and off the job.
• You continue to accrue participation service and receive retirement plan contributions based on your salary at the time you first became disabled.
• Since premium payments are made with after-tax dollars, LTD benefits are tax-free under current law.
• Cost of living adjustment (COLA) benefit is included.
• If you die while LTD benefits are payable, and on the date you die you have been continuously disabled for at least 180 days, a survivor’s benefit may be payable to eligible survivors.
• Maximum monthly benefit is $15,000.

LTD Pre-existing Condition Limitations
If you are a new participant in the LTD plan, and are found to have had a pre-existing medical condition in the 90 days preceding the date you become a participant, you will not be eligible for coverage for that condition and/or related conditions unless you meet one of the following requirements:
• You have been a participant in the program for 12 months and actively at work (not disabled) for 12 months and one day; or
• You have been treatment-free for that pre-existing condition for 6 continuous months during your first 12 months of participation.

For more information on LTD, including limitations and exclusions, go to HARvie (harvie.harvard.edu); select Compensation & Benefits > Disability & Life Insurance > Long Term Disability.
Life Insurance

Basic Life Insurance
Harvard helps you provide basic protection to your beneficiaries with free group term Basic Life Insurance coverage. This free coverage is equal to one-half your annual base salary, rounded to the nearest $1,000. You do not need to enroll in this coverage. (The imputed cost of any Basic Life Insurance coverage in excess of $50,000 is taxable to you. The taxable amount, if any, will be shown with your paycheck information.)

Supplemental Life Insurance
You may purchase additional, optional group term Supplemental Life Insurance to give your dependents greater coverage. You can elect up to 5 times your current annual base salary [rounded to the nearest $1,000], in these increments:

- 1 x your annual salary
- 2 x your annual salary
- 3 x your annual salary
- 4 x your annual salary
- 5 x your annual salary

The maximum amount of Supplemental Life Insurance coverage you may purchase is $1,250,000. The cost of Supplemental Life Insurance coverage is based on your age and the amount of coverage you elect. Premiums are deducted from your after-tax pay. If you elect Supplemental Life Insurance within 30 days of hire, first becoming eligible or marriage, you do not need to provide a Statement of Health. If you elect this coverage at any other time, you must complete a Statement of Health for review by MetLife; your coverage will not become effective until approved.

If you leave Harvard, you may continue Basic and/or Supplemental Life Insurance with a portability or conversion option through MetLife. You can find additional details on HARVie (harvie.harvard.edu).

Beneficiaries
To designate your beneficiary(ies) for your life insurance (including free Basic Life), go to HARVie (harvie.harvard.edu), select link to Forms at the top of the page, then select Life Insurance > Beneficiary Form.

Long Term Care (LTC) Insurance
An accident, long term illness or simply the effects of aging can result in the need for costly extended care. Harvard’s group Long Term Care (LTC) insurance, provided through Genworth Life Insurance Company, can help protect you and your family against the costs associated with such care, while preserving your ability to choose among a range of care options. Long Term Care insurance covers charges for services received at home, in the community or in a nursing facility.

If you elect this coverage within 30 days of hire or first becoming eligible and are actively at work and under age 80, you do not need to provide any medical history. You can apply for this coverage at any time after your first 30 days, but you will be subject to medical underwriting.

The following family members of active, benefits-eligible faculty and staff may also apply for LTC coverage:

- Spouses, domestic partners
- Siblings, including step-siblings
- Adult children, including stepchildren
- Parents, stepparents and grandparents/step-grandparents
Family members may be subject to age and residency limitations and are subject to medical underwriting.

To learn more about Harvard’s group LTC insurance and to apply, please visit the Genworth website at www.genworth.com/groupltc (enter Group ID: Harvard, Access Code: groupltc), where you can learn about LTC costs in your area and model your coverage options and costs. Or, call Genworth Life Insurance Company toll free at 1-800-416-3624, Monday–Friday, 8 a.m.–8 p.m. Eastern time.

Flexible Spending Accounts (FSAs)

Harvard offers two Flexible Spending Account (FSA) options: a Health FSA that lets you pay for eligible medical, dental and vision care expenses for you and your eligible dependents, and a Dependent Care FSA that lets you pay for eligible dependent care expenses. Contributing to an FSA helps you save money because your contributions are deducted from your pay before federal and state income taxes and FICA taxes, lowering your taxable income while helping you pay eligible expenses. When electing an FSA, you should estimate your expenses carefully, because any money that is not used by the annual deadline will be forfeited. For a 2015 Health or Dependent Care FSA, you have until March 15, 2016 to incur eligible expenses and until March 31, 2016 to file claims. You must elect this benefit within 30 days by going to PeopleSoft.

Benefit Strategies administers the FSA program for Harvard. If you elect an FSA, Benefit Strategies will provide you with a debit card to pay expenses. You can link to Benefit Strategies via HARVie to check your FSA balances, file claims, enroll in direct deposit for reimbursements and learn more about eligible expenses; you will need to create an account the first time you visit the website. To find to the Benefit Strategies website, go to HARVie and choose Benefit Strategies from the drop-down “Go to” menu at the top right of any page.

Health FSA

A Health FSA provides a way to pay for anticipated out-of-pocket health care expenses for you and your eligible dependents with pretax dollars you contribute. Paying for health expenses with an FSA can save you money in taxes, but you should estimate your health costs for the year carefully because the IRS requires that you forfeit any money in your account that is not spent by the deadline (March 15th of the following year). You may contribute between $120 and $2,550 per year to a Health FSA and must actively elect this benefit within 30 days of becoming eligible.

Examples of Eligible Health FSA Expenses

• Copayments, coinsurance and deductibles
• Medical supplies and equipment, including crutches, wheelchairs, bandages and diagnostic devices such as blood sugar test kits
• Orthodontia expenses
• Eyeglasses, lenses, contact lenses and supplies
• Mental health and substance abuse treatments

Dependent Care FSA

If you have anticipated expenses for the care of a dependent child or adult that you need while you (and your spouse) work or look for work, you may want to consider signing up for a Dependent Care FSA. The Dependent Care FSA covers eligible dependent child or adult care expenses, not health care expenses for dependents. You may contribute between $120 and $5,000 to your Dependent Care FSA for the year, unless one of the following IRS guidelines applies to you:
• If you are married and your spouse files a separate income tax return, the most you may contribute is $2,500.
• If you are married and your spouse also contributes to a dependent care FSA through his or her employer, the $5,000 annual maximum is the total amount that you and your spouse may contribute combined.
• If you or your spouse earns less than $5,000 a year, you can contribute up to the lower of your two incomes.
• If your spouse has no income but is a full-time student or disabled, you can contribute up to $3,000 per year if you have one eligible dependent; up to $5,000 if you have two or more eligible dependents.

Examples of Eligible Dependent Care FSA Expenses
• Care provided to a child under age 13
• Care provided for your spouse or a dependent of any age who normally spends at least eight hours in your home each day and cannot care for himself or herself because of a physical or mental disability
• Payment for someone who provides care in your home as well as related taxes
• Payment to an eligible day care facility, including a senior center
• Payment to a summer day camp (some specialty camps may be excluded) and for after-school care

Paying for Eligible Expenses with Your FSA
When you enroll in a Health or Dependent Care FSA, you automatically receive a debit card for easy, convenient payment at participating providers or merchants. Just present it when paying for eligible expenses. Although you do not need to file for reimbursement when using your debit card, you may be required to submit documentation - therefore you must save your receipts for eligible expenses. If you have both a Health and a Dependent Care FSA, you will receive one card that can be used for both accounts.

If the expense meets basic eligibility requirements, the provider is paid directly. Benefit Strategies (Harvard’s FSA administrator) will review the purchase and may require you to submit receipts.

• With the Health FSA, you can spend up to the full amount of your annual election as soon as your account has been set up. So, if you have a large expense early in the year, you can pay that expense and your FSA contributions will continue for the rest of the year.
• With the Dependent Care FSA, you can only spend up to the amount in your account at the time you request reimbursement.

If a provider doesn’t accept a debit card, you should pay for expenses out of pocket and submit receipts for reimbursement to Benefit Strategies. To be reimbursed for eligible expenses, submit a Health or Dependent Care FSA claim form along with original receipts to the address below. Forms can be found on HARVie [harvie.harvard.edu]; select Forms at the top of the page.

Reimbursement forms for 2015 FSA expenses must be postmarked by March 31, 2016.

Submit to:

Harvard University FSA Plan
c/o Benefit Strategies
P.O. Box 1300
Manchester, NH 03105-1300

Fax: 603-647-4668
Email: info@benstrat.com
Online: benstrat.com
Phone: 855-HVD-FLEX (855-483-3539)
Copayment Reimbursement Program

Harvard’s Copayment Reimbursement Program is a unique benefit that assists employees with high copayment costs. This program is only available to active staff with an annual full-time equivalent (FTE) salary* of $95,000 or less and who are enrolled in Harvard-sponsored medical coverage. You do not need to enroll in this benefit, but do need to file for reimbursement.

Copayments for in-network office visits and prescription drugs are eligible for reimbursement through this program. Copayments for emergency room visits, out-of-network expenses and coinsurance are NOT eligible.

When Does the Program Begin Reimbursing Copayments?

You can be reimbursed for copayments for office visits and prescription drugs above these thresholds:

<table>
<thead>
<tr>
<th>ENROLLMENT STATUS</th>
<th>FTE SALARY*</th>
<th>OFFICE VISITS</th>
<th>PRESCRIPTION DRUGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDIVIDUAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(It does not matter if you are enrolled in individual or family coverage)</td>
<td>Less than $70,000</td>
<td>$135</td>
<td>$500</td>
</tr>
<tr>
<td>$70,000-$95,000</td>
<td>$270</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>FAMILY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Must be enrolled in family coverage)</td>
<td>Less than $70,000</td>
<td>$330</td>
<td>$1,000</td>
</tr>
<tr>
<td>$70,000-$95,000</td>
<td>$660</td>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

* FTE salary is your annual salary if you work full-time or, for those who work less than full-time, the salary that would be earned working full-time at the same rate of pay. Once you meet the appropriate threshold, there is no limit to the amount you can be reimbursed.

Please note that you may not be reimbursed for the same copayments from both a Health Flexible Spending Account (FSA) and the Copayment Reimbursement Program, but you may use an FSA to cover copayments up to the threshold and still use the Copayment Reimbursement Program for additional copayment costs.

Requesting Reimbursement from the Copayment Reimbursement Program

Claims for copayments paid during 2015 must be postmarked by March 31, 2016. To be reimbursed for eligible copayments, you must submit a Copay Reimbursement Request form [forms can be found on HARVie [harvie.harvard.edu]; select Forms at the top of the page] along with original receipts and other supporting documentation [described on the Request form].

Submit to:

**Harvard University Copayment Reimbursement Program**
c/o Benefit Strategies
P.O. Box 1300
Manchester, NH 03105-1300

**Fax:** 603-647-4668  
**Email:** info@benstrat.com  
**Online:** benstrat.com  
**Phone:** 855-HVD-FLEX (855-483-3539)
Your Benefits With Harvard University Health Services

Harvard University Health Services (HUHS) offers a wide variety of services and benefits for the Harvard community, including both Harvard University Group Health Plan (HUGHP) members and employees who select another health plan option. To find out more, visit huhs.harvard.edu.

HUHS has four convenient on-site locations. HUGHP members can select a primary care physician at any HUHS location.

- Harvard Square, Richard A. and Susan F. Smith Campus Center, 75 Mt. Auburn Street, Cambridge
- Harvard Business School, Cumnock Hall, 33 Harvard Way, Boston
- Harvard Law School, Pound Hall, 1563 Massachusetts Avenue, Cambridge
- Longwood Medical Area, Vanderbilt Hall, 275 Longwood Avenue, Boston

Some HUHS services are available to all employees:

<table>
<thead>
<tr>
<th>HUHS Service</th>
<th>All Harvard Employees</th>
<th>HUGHP Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent Care</td>
<td>During work hours only*</td>
<td>Anytime</td>
</tr>
<tr>
<td>Pharmacy over-the-counter products</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Center for Wellness</td>
<td>✔</td>
<td>✔ (Up to a 50% discount)</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Optical Shop</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Flu vaccination clinics</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

* Your insurance plan will be billed and you will be responsible for any applicable copayments, coinsurance, or deductibles; insurance plans that are not sponsored by Harvard may consider HUHS to be out-of-network, resulting in higher out-of-pocket costs, up to the full cost of the visit.

Members with an HUHS primary care physician can fill prescriptions through the HUHS Pharmacy and use the on-site Quest Diagnostics laboratory services. You also have access to the following services at HUHS:

- Allergy
- Behavioral Health
- Dermatology
- Ear, Nose, & Throat
- Endocrinology
- Gastroenterology
- General Surgery
- Hematology
- Neurology
- Nutrition
- Obstetrics and Gynecology
- Ophthalmology/Optometry
- Orthopedic Surgery
- Pediatrics
- Physical Therapy
- Podiatry
- Primary Care
- Radiology
- Rheumatology
- Travel Clinic
- Urology
Retirement and Investment Programs

Harvard’s retirement programs help provide employees with financial security after their working years through both University-funded retirement plans and employee-funded tax-deferred savings. With Harvard’s retirement programs, you have a choice of investment options from three companies: Fidelity, TIAA-CREF and Vanguard.

For more information on these plans, your investment options and financial education resources, go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits.

Tax-Deferred Annuity (TDA) Plan

Harvard’s Tax-Deferred Annuity (TDA) Plan gives you an easy way to save for your retirement, while reducing your taxable income today. With the TDA, you can begin to build greater long-term financial security. You may open a TDA as soon as you begin working and you can enroll at any time. Your contributions are deducted from your eligible pay on a pretax basis and directed into investment(s) of your choice. Your existing qualified employer and employee accounts may be rolled into your TDA.

If you open a TDA, but don’t make an investment choice, your TDA contributions will be invested in a low-cost Vanguard target-date fund based on your age. A target fund is a well-diversified fund that invests more aggressively when participants are younger and becomes more conservative as participants approach the target date.

For important details about the TDA Plan (including important information if you have more than one job at the University), please refer to the TDA enrollment package that will be mailed to you by the Harvard University Retirement Center (HURC).

ENROLL, VIEW, CHANGE OR REALLOCATE YOUR CONTRIBUTIONS ONLINE ANYTIME

To learn more about the TDA, go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits > Tax Deferred Account. You may open a TDA online at anytime by going to HARVie and choosing “Retirement Center” from the drop down menu at the top right of any page and following the online instructions, or by calling the HURC at 800-527-1398, Monday-Friday, 8 a.m–5 p.m. (ET)

In addition to enrollment, the online Retirement Center lets you manage your TDA when it’s convenient for you:

• Change your contribution amount
• Change your future contributions among investment companies
• Stop your contributions

You may also make these changes by calling the HURC at 800-527-1398. You will need to contact your investment company directly to make investment fund changes within your TDA (see contact information on page 24).

CONTRIBUTION LIMITS

For 2015, pretax contributions to Harvard’s TDA Plan and any other employers’ TDA and similar pretax savings plans generally may not exceed $18,000. You may be able to contribute up to $24,000 for 2015 if you will be age 50 or older by the end of the year.
University-Funded Retirement Programs
Harvard University has two University-funded retirement programs available to eligible staff covered by a bargaining unit: the 2001 Staff Retirement Program and the 1995 Retirement Program. Eligible employees are automatically enrolled in the retirement plan for their group after the applicable waiting period, as described below, and will receive more information by mail about two months before becoming eligible for contributions. Below is a basic overview. You can also go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Retirement Benefits for more information.

2001 STAFF RETIREMENT PROGRAM
This program covers staff, including those who are eligible to become members of the Harvard Union of Clerical and Technical Workers (HUCTW). You must be regularly scheduled to work at least half-time or 17.5 hours per week and be at least age 21 to be eligible.

RETIREMENT PLAN HIGHLIGHTS
The 2001 Staff Retirement Program works as follows:

• Harvard makes 100% of all contributions. University contributions are made monthly based on your age and pensionable salary each month you are a participant:
  - **Under age 40:** The contribution amount equals 5% of pay up to the Social Security wage base ($118,500 in 2015), and 10% of pay for earnings above the Social Security wage base;
  - **Age 40 and above:** The contribution amount equals 10% of pay up to the Social Security wage base ($118,500 in 2015), and 15% of pay for earnings above the Social Security wage base.

• Contributions begin after a 6-month waiting period, and are retroactive to date of hire.

• Contributions are invested in funds you choose from those offered by the three investment companies—Fidelity, TIAA-CREF and Vanguard. If you make no active election, contributions will automatically be invested in a low-cost Vanguard target-date fund tied to the year closest to when you will turn 65. A target fund is a well-diversified fund that invests more aggressively when participants are younger and becomes more conservative as participants approach the target date.

• Participants are vested after 3 years of vesting service (generally, 3 years of employment with the University); vesting means you have a legal right to your benefits. Vested benefits are available upon termination or retirement.

1995 RETIREMENT PROGRAM
The 1995 Retirement Program is for Service & Trades employees who are represented by a collective bargaining unit other than the HUCTW. To be eligible, you must be regularly scheduled to work at least 20 hours per week and be at least age 21. If you are eligible, you will receive an enrollment packet prior to becoming eligible for contributions. Program features include:

• University contributions begin after a 12-month waiting period.

• Harvard makes 100% of all contributions.

• Participants are vested after 3 years of vesting service (generally 3 years of employment with the University); vesting means you have a legal right to your benefits. Vested benefits are available upon termination or retirement.
The **1995 Retirement Program** has two accounts: the Basic Account and the Individual Investment Account:

**BASIC ACCOUNT (DEFINED BENEFIT)**
University contributions are made monthly based on the following rates applied to your pensionable pay. The contributions are based on your age plus service:

- If your age + service is less than 40, the University’s monthly contribution equals 3% of your pay
- If your age + service is 40-49, the monthly contribution equals 4% of your pay
- If your age + service is 50-59, the monthly contribution equals 5% of your pay
- If your age + service is 60 or more, the monthly contribution equals 6.5% of your pay

Your balance in the Basic Account is kept in a retirement trust by Harvard, and earns at least 5% but no more than 10% interest annually.

**INDIVIDUAL INVESTMENT ACCOUNT (DEFINED CONTRIBUTION)**
University contributions to your Individual Investment Account equal 3.5% of monthly pay. Contributions are made monthly and invested in funds you choose from those offered by the three investment companies. If you make no active election, contributions will automatically be invested in a low-cost Vanguard target-date fund tied to the year closest to when you will turn 65. A target fund is a well-diversified fund that invests more aggressively when participants are younger and becomes more conservative as participants approach the target date.

---

**Definitions**

**TAX-DEFERRED** means you will not pay state or federal taxes on your savings and the investment earnings will accumulate tax-free until you withdraw them.

**WAITING PERIOD** is the period of time between an employee’s date of hire and the date the employee becomes eligible for a retirement program.

**VESTED** means you have the legal right to the benefits in your account.
Tuition Assistance Plan (TAP) and Tuition Reimbursement Plan (TRP)

Harvard’s Tuition Assistance Plan (TAP) lets you take courses at greatly reduced rates at participating Harvard schools – as little as $40 per course at the Harvard Extension School. Courses taken at Harvard are covered by TAP, whether they are job-related, taken to advance your career, or just to develop and explore your own interests. Certain Harvard schools also allow you to pursue a degree with TAP.

The Tuition Reimbursement Plan (TRP) reimburses you for job-related courses or courses taken toward an undergraduate degree at another accredited institution. You can be reimbursed for 75-90% of the tuition cost, up to an annual maximum of $5,250. Harvard Union of Clerical and Technical Workers (HUCTW) members may also use TRP for non-job-related graduate courses at other accredited institutions.

Before enrolling in a class, you should review the complete TAP and TRP guidelines on HARVie (harvie.harvard.edu) select Compensation & Benefits > Tuition Assistance > Tuition Assistance Plan, where you will find important, detailed information on eligibility, waiting periods, eligible courses, credit limits, costs and tax information, how to enroll and more.

Eligibility

TAP and TRP eligibility is based on your employee classification and the hours you work per week. If you are in a bargaining unit, TAP and TRP eligibility also depend upon your collective bargaining agreement.

<table>
<thead>
<tr>
<th>YOUR EMPLOYEE CLASSIFICATION</th>
<th>MINIMUM REQUIRED HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time Service &amp; Trades (Limited Regulars)</td>
<td>16 hours</td>
</tr>
<tr>
<td>Faculty</td>
<td>17.5 hours</td>
</tr>
<tr>
<td>Administrative &amp; Professional Staff</td>
<td>17.5 hours</td>
</tr>
<tr>
<td>Non-Bargaining Unit Non-Exempt, Support Staff, HUCTW members</td>
<td>17.5 hours</td>
</tr>
<tr>
<td>Internal Post Doc (Harvard Research), External Post Doc (Harvard Research)</td>
<td>17.5 hours</td>
</tr>
<tr>
<td>Harvard University Police (HUPA), Security, Parking, Museum Guards (HUSPMGU)</td>
<td>17.5 hours</td>
</tr>
<tr>
<td>Dining Services (Local 26)</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

A complete listing of eligible and ineligible groups can be found under the Eligibility section of TAP on HARVie. Please note that those with full-time student status are not eligible for TAP, with the exception of full-time students at the Harvard Extension School. Employees of Harvard Business School Publishing participate in a separate tuition reimbursement program and should refer to the HBS Publishing Employee Guidebook and contact their local human resources office for details.

Waiting Period for Harvard Courses

Your date of hire must be on or before:
- July 1st for Fall Semester
- November 1st for Spring Semester
- April 1st for Summer Semester

For any certificate or professional programs eligible for TAP (through a Harvard school) held outside the
regular academic semester schedule, your date of hire must be 90 days before the program begins. For these programs, the first day of class can be on the 90th day of employment.

**WAITING PERIOD FOR NON-HARVARD COURSES**

Your date of hire must be 180 days before the class begins. The first day of class can coincide with the 180th day of employment.

**Waiting Periods for staff covered by the HUCTW**

**WAITING PERIOD FOR HARVARD AND NON-HARVARD COURSES**

The waiting period is the Orientation and Review period. After completing the Orientation and Review period (90 days), HUCTW employees can use the TAP benefit to enroll in Harvard and non-Harvard courses. In order to be eligible, the course start date must be on or after your 90th day of employment.

Please go to the Waiting Period section of TAP on HARVie for more details on the waiting periods for temporary employees hired into benefits-eligible positions, rehired employees and employees returning from a leave of absence.

**Harvard Schools/Programs Participating in TAP**

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>TAP FEE</th>
<th>COURSE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnold Arboretum Adult Education</td>
<td>$20 per class</td>
<td>my.arboretum.harvard.edu</td>
</tr>
<tr>
<td>Divinity School</td>
<td>10% of course cost</td>
<td>hds.harvard.edu</td>
</tr>
<tr>
<td>Extension School</td>
<td>$40 per class</td>
<td>extension.harvard.edu</td>
</tr>
<tr>
<td>Graduate School of Arts and Sciences (FAS)</td>
<td>10% of course cost</td>
<td>gsas.harvard.edu</td>
</tr>
<tr>
<td>Graduate School of Design</td>
<td>10% of course cost</td>
<td>gsd.harvard.edu</td>
</tr>
<tr>
<td>Graduate School of Education</td>
<td>10% of course cost</td>
<td>gse.harvard.edu</td>
</tr>
<tr>
<td>Harvard College (FAS)</td>
<td>10% of course cost</td>
<td>fas.harvard.edu</td>
</tr>
<tr>
<td>Harvard Law School</td>
<td>Call the Law School JD Admissions Office for information</td>
<td>law.harvard.edu</td>
</tr>
<tr>
<td>Harvard Medical School</td>
<td>10% of course cost, call the HMS Human Resources Office for information</td>
<td>hms.harvard.edu</td>
</tr>
<tr>
<td>Harvard Summer School</td>
<td>$40-$80 per class</td>
<td>summer.harvard.edu</td>
</tr>
<tr>
<td>Harvard Kennedy School</td>
<td>10% of course cost</td>
<td>hks.harvard.edu</td>
</tr>
<tr>
<td>Office for the Arts Ceramics and Dance programs</td>
<td>$40 (plus lab fees for ceramics classes)</td>
<td>ofa.fas.harvard.edu</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>10% of course cost</td>
<td>hsp.harvard.edu/registrar/tapaffiliate-registration</td>
</tr>
</tbody>
</table>

For details on registering for Harvard classes, degree programs and other guidelines, go to HARVie (harvie.harvard.edu); select Compensation & Benefits > Tuition Assistance > Tuition Assistance Plan.
Other Benefits, Perks and Services

Faculty and staff have access to a wide array of discounts, perks, services and facilities. Below is a sample. Detailed information about these as well as information on policies and problem-solving resources and assistance can be found on HARVie (harvie.harvard.edu).

Career Development and Training Classes

**Center for Workplace Development**
Professional and skill development, leadership, and career management
617-495-4895
HARVie (harvie.harvard.edu) > Career & Professional Development
Also: hr.harvard.edu/learning-development

**Harvard Bridge Program**
Training in ESL, GED, computers and academic prep, speaking skills, citizenship, more
617-496-2216
HARVie (harvie.harvard.edu) > Career & Professional Development > Harvard Bridge Program
Also: hr.harvard.edu/harvard-bridge-program

**Education Assistance Programs**
Provides additional financial support for some education and certificate costs not covered by the Tuition Assistance Plan.
HARVie (harvie.harvard.edu) > Compensation & Benefits > Tuition Assistance

Child Care and Elder Care

**University Office of Work/Life**
617-495-4100

**Work/Life Program Manager, Harvard Longwood Campus**
617-432-7448

**Faculty of Arts and Sciences Work/Life Contact**
617-496-2553

Information on Harvard-affiliated child care centers, child care scholarships, discounts on back-up care for children and elders
HARVie (harvie.harvard.edu) > Work/Life Balance > Caring for Children
Also: hr.harvard.edu/worklife

**Employee Assistance Program (EAP)**
Referrals to child care, elder care, school vacation programs, camps
877-EAP-HARV (877-327-4278)
HARVie (harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

**Adoption Scholarships**
617-495-4100
HARVie (harvie.harvard.edu) > Work/Life Balance > Caring for Children > Adoption Resources

**Discounts**

**Outings & Innings**
Discounts for movies, performing arts, sporting events, museums, shopping, services, travel and more
617-495-2828
outingsandinnings.harvard.edu

**Computers and Accessories**
huit.harvard.edu/technology_sales

**Harvard Community**

**Faculty Club**
Dining room; rooms for meetings and special events
617-495-5758
www.hfc.harvard.edu

**Harvard Neighbors**
Cultural and educational events, interest groups, social activities
617-495-4313
neighbors.harvard.edu

**United Ministry at Harvard**
Information on a wide variety of Harvard-affiliated religious organizations and services
617-495-5529
chaplains.harvard.edu
Healthy Living

Athletic Facilities and Recreation
Memberships for employees and family members, low-cost exercise, yoga, dance, and other fitness classes
General Membership: 617-496-1585
recreation.gocrimson.com
For Vanderbilt Hall, Longwood Medical Campus:
617-432-1630
hms.harvard.edu/departments/vanderbilt-hall, select Athletic Facility in left column

Center for Wellness
Private consultations with health educators, classes in stress management and yoga, wellness therapies (e.g., massage)
617-495-9629
cw.uhs.harvard.edu

Employee Assistance Program (EAP)
Confidential assistance and referrals for mental health, substance abuse, family issues, stress management and more
877-EAP-HARV (877-327-4278)
HARVie (harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

Harvard Dental Service
Full range of dental services for the University community
617-495-2063
http://huhs.harvard.edu/HealthServices/Dental.aspx

Housing, Banking, Personal Insurance Services

Group Discounted Auto and Home Insurance
Marsh @ Work Solutions
866-228-3516
www.crimsonpersonalplans.com

Harvard Housing Office
Assistance finding roommates, apartments, Harvard housing
617-496-7827
huhousing.harvard.edu

Harvard University Employees Credit Union
Saving and checking accounts, mortgages, car loans, credit cards
617-495-4460
www.huecu.org

Real Estate Advantage Program
Referrals to moving companies, cash rebates when houses are purchased through Coldwell Banker
800-396-0960
huhousing.harvard.edu, select Home Buying from the menu

ID Cards

Campus Service Center Cambridge
Richard A. and Susan F. Smith Campus Center 807, 1350 Mass. Ave.
617-496-7827

Longwood ID Office
Kresge Building, SPH3-119, 677 Huntington Ave.
617-432-0389

Harvard Business School Operations Office
Shad Hall, Lower Level (“Basement”)
617-495-6814
campusservicecenter.harvard.edu/services/id-cards

Legal Assistance

Employee Assistance Program (EAP)
Free consultations, referrals for financial and legal problems
877-EAP-HARV (877-327-4278)
HARVie (harvie.harvard.edu) > Work/Life Balance > Employee Assistance Program

Libraries
Information on how to access Harvard’s library system
617-495-4166, library.harvard.edu

Museums
Free admittance for Harvard employees plus one guest; includes tours and educational programs for children

The Arnold Arboretum
617-524-1718; arboretum.harvard.edu

Harvard Forest
978-724-3302; harvardforest.fas.harvard.edu

Harvard Art Museums
617-495-9400; harvardartmuseums.org

Harvard Museum of Natural History
617-495-3045; hmnh.harvard.edu
Observatory Nights
Free monthly lectures and telescopic observing at the Harvard Observatory
617-495-7461; www.cfa.harvard.edu/events
The Semitic Museum
617-495-4631; semiticmuseum.fas.harvard.edu

Parking and Public Transportation

Harvard CommuterChoice
Public transportation passes available for half-price, Zipcar membership, commute planning services and information on biking, carpools and more
617-384-RIDE (7433)
transportation.harvard.edu/commuterchoice

Parking Office
CAMBRIDGE AND ALLSTON - CAMPUS SERVICE CENTER
617-496-7827
transportation.harvard.edu/parking
LONGWOOD CAMPUS
617-432-1111
parking.med.harvard.edu

Shuttle Services
CAMBRIDGE AND ALLSTON SHUTTLES
617-495-0400 (for evening van service)
transportation.harvard.edu/shuttle-van-services
LONGWOOD MEDICAL AREA SHUTTLES
617-632-2800
masco.org/directions/shuttle-information

Safety and Security
Harvard University Police Department (HUPD)
Tips and resources for crime prevention and safety on Harvard’s campuses
Emergencies should go to 911
617-495-1212
Longwood campus: 617-432-1212
hupd.harvard.edu
Important Contact Information for Benefits

Making the most of your benefits means knowing where to find the information you need when you need it. Keep this contact information handy for future reference.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>CALL</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Benefits Questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvard Human Resources, Benefits</td>
<td>617-496-4001</td>
<td>harvie.harvard.edu &gt; Compensation &amp; Benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:benefits@harvard.edu">benefits@harvard.edu</a></td>
</tr>
<tr>
<td>Copayment Reimbursement Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit Strategies</td>
<td>(T) 855-HVD-FLEX (855-483-3539)</td>
<td>benstrat.com</td>
</tr>
<tr>
<td></td>
<td>(F) 603-647-4668</td>
<td><a href="mailto:info@benstrat.com">info@benstrat.com</a></td>
</tr>
<tr>
<td>Dental Coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delta Dental</td>
<td>800-872-0500</td>
<td>deltadentalma.com</td>
</tr>
<tr>
<td>Disability - Short-Term (STD) and Long-Term (LTD)</td>
<td>855-758-4775 (toll free Harvard-dedicated line for claims questions)</td>
<td>standard.com</td>
</tr>
<tr>
<td>Flexible Spending Accounts (FSAs) - Health and Dependent Care</td>
<td>(T) 855-HVD-FLEX (855-483-3539)</td>
<td>benstrat.com</td>
</tr>
<tr>
<td></td>
<td>(F) 603-647-4668</td>
<td><a href="mailto:info@benstrat.com">info@benstrat.com</a></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MetLife</td>
<td>800-638-6420 (prompt 1)</td>
<td>metlife.com</td>
</tr>
<tr>
<td>Long Term Care (LTC) Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Coverage Questions: Service Areas, Emergency Coverage, Referrals, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvard University Group Health Plan (HUGHP): HMO and POS information</td>
<td>617-495-2008</td>
<td>hughp.harvard.edu</td>
</tr>
<tr>
<td>Harvard Pilgrim Health Care (HPHC): HMO, POS and PPO information</td>
<td>888-333-4742</td>
<td>harvardpilgrim.org</td>
</tr>
<tr>
<td>TOPIC</td>
<td>CALL</td>
<td>ONLINE</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Prescription Drug Coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catamaran (Harvard’s Pharmacy Benefit Manager)</td>
<td>844-265-1224</td>
<td>catamaranrx.com</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax-Deferred Annuity (TDA) Plan &amp; Retirement Programs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University Retirement Center (HURC)</td>
<td>800-527-1398</td>
<td>harvie.harvard.edu &gt; Compensation &amp; Benefit &gt; Retirement Benefits</td>
</tr>
<tr>
<td>Fidelity</td>
<td>800-343-0860, Consultation Appointments: 800-642-7131</td>
<td>fidelity.com/atwork/Appointments: fidelity.com/atwork/reservations</td>
</tr>
<tr>
<td>TIAA-CREF</td>
<td>800-527-1398, Appointments: 866-843-5640</td>
<td>tiaa-cref.org/Appointments: tiaa-cref.org/moc</td>
</tr>
<tr>
<td>Vanguard</td>
<td>800-523-1188, Appointments: 800-662-0106, x14500</td>
<td>vanguard.com/Appointments: meetvanguard.com</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition Assistance Plan (TAP) and Tuition Reimbursement Plan (TRP)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAP/TRP Guidelines</td>
<td>617-496-4001</td>
<td>harvie.harvard.edu &gt; Compensation &amp; Benefits &gt; Tuition Assistance</td>
</tr>
<tr>
<td>Non-Harvard course reimbursements: Crosby Benefit Systems</td>
<td>(T) 800-462-2235, ext. “0”</td>
<td>crosbybenefits.com</td>
</tr>
<tr>
<td></td>
<td>(F) 617-928-0001</td>
<td></td>
</tr>
</tbody>
</table>

| Vision Care                                                       |                               |                                             |
| Davis Vision                                                      | 800-448-8245                  | davisvision.com/members/enter Client Code 2556 |

Summary Plan Descriptions (SPDs) of certain programs described in this Guide are available at Harvard Human Resources, Benefits, Harvard University, 1350 Massachusetts Avenue, Room 664, Cambridge, MA 02138-3846 or online at harvie.harvard.edu, select the link for Forms at the top of the page and go to Compensation and Benefits.
1. Can I enroll in my benefits prior to my hire date?

No. Even if you have your Harvard University ID number and PIN, you will not be able to access HARVie or PeopleSoft or make your benefit elections until your hire date or first date of benefits eligibility.

2. Is there a deadline for submitting my benefits elections?

Yes. You have 30 days from your hire date or first date of benefits eligibility to submit your elections, as well as all supporting documentation if you are electing family coverage. Supporting documentation includes a marriage certificate if you are enrolling a spouse; a birth certificate or adoption paperwork if you are enrolling child[ren]; and a Harvard Statement of Domestic Partnership along with a Certificate of Registration from a municipality if you are enrolling a domestic partner.

3. When will I get my medical, dental, vision care and/or prescription cards?

Once you have made your benefits elections in PeopleSoft, it takes about two to three weeks to receive your cards. If you need to use services in the meantime, you can contact the vendor[s] directly to obtain your ID number[s]. See pages 23-24 for contact information.

4. What if I miss the 30-day enrollment period for benefits?

If you miss the 30-day enrollment period, you will not be able to enroll or make changes until the next annual Open Enrollment* period, unless you experience an event that permits you to make benefits changes under IRS rules [see page 27]. Enrollment changes must be consistent with the event. If you have experienced or will be experiencing an event and want to make benefit changes, contact Benefits at 617-496-4001 as soon as possible in order not to miss the 30-day window to make eligible changes.

5. When will my coverage start?

Once your elections are received, your coverage start date is your date of hire or first date of benefits eligibility. You will be charged retroactive premiums for medical, dental and/or vision coverage to that date.

6. I currently have other medical, dental and/or vision coverage outside of Harvard. Can I defer my enrollment in the Harvard-sponsored plans for these benefits until my current/other coverage ends?

Yes. If you wish to defer your enrollment until your current [other] coverage ends, DO NOT elect Harvard coverage for these benefits in PeopleSoft. You must contact Benefits at 617-496-4001 and provide the exact date your other coverage will terminate. Benefits will send you enrollment information, with the new effective date. You will need to complete the online election process within 30 days of the date your current coverage terminates. You will also need to include a letter from your former employer or insurance carrier stating you were enrolled in medical, dental and/or vision coverage and the date that the coverage terminated. If you are enrolling a spouse/domestic partner and/or children, they will need to be listed in the letter.

If you are eligible and wish to enroll in other Harvard benefits, such as Supplemental Life or Long Term Disability Insurance, you should do so within your initial 30-day enrollment window to guarantee your eligibility for these plans with no medical review.

* The annual Open Enrollment generally takes place in early November. Changes made during Open Enrollment go into effect on January 1st of the following year.
7. What does it mean if the HMO medical plans do not appear as options on my PeopleSoft Self Service enrollment page?

If you have an out-of-state address listed as of your hire date in PeopleSoft, this may affect your eligibility for Harvard’s HMO plans. If your address is listed incorrectly in PeopleSoft and you would like it changed retroactive to your hire date, please contact Benefits at 617-496-4001.

If you wish to change your address as of today or a future date, you may do so through PeopleSoft Self Service. If your new address affects your medical plan eligibility, enrollment materials will be mailed to your new address advising you how to make the necessary changes to your medical coverage. The coverage start date will be the effective date of your address change.

8. What do I need to enroll my domestic partner?

When enrolling your domestic partner in Harvard’s coverage, you and your partner must be registered with a municipality and provide your certificate of registration. Please note, the effective date of the certificate must be prior to the effective date of coverage.

If you and your domestic partner register after your date of hire, you will have 30 days from the date of registration to add your domestic partner to Harvard’s coverage.

9. What is the difference between a Health Flexible Spending Account (FSA) and a Dependent Care FSA?

A Health FSA provides a way for you to pay eligible out-of-pocket medical, dental and/or vision care expenses for you and your eligible dependents with money deducted from your pay before taxes, thus saving you on taxes. Examples of eligible expenses for a Health FSA are:

- Copayments for office visits and prescriptions
- Coinsurance and deductibles
- Dental expenses beyond dental plan annual maximums
- Eyeglasses, lenses, contact lenses

A Dependent Care FSA provides a way for you to pay, with pretax dollars, eligible expenses associated with the care of a dependent child under age 13 or a disabled dependent of any age claimed on your tax return so that you (and your spouse) can work or look for work. Examples of eligible expenses for a Dependent Care FSA are costs for:

- Dependent care providers
- Daycare facility, including senior center
- After-school care
- Day summer camp (some specialty camps are not eligible)

For more detailed information about eligible and ineligible expenses, please go to the Flexible Spending Accounts page on HARVie: harvie.harvard.edu > Compensation & Benefits > Health Benefits > Flexible Spending Accounts.

10. How does the vision care coverage provided by Davis Vision differ from the vision benefits provided by HUGHP and HPHC under Harvard’s medical plans?

In general, vision benefits under Harvard’s medical plans cover an annual eye exam and offer discounts on eyewear with certain providers. Davis Vision offers more comprehensive coverage, including contact lens exams, contact lenses and eyewear. Please see page 8 or go to HARVie for additional information: harvie.harvard.edu > Compensation & Benefits > Health Benefits > Vision Care. Contact Davis Vision directly for specific questions; see page 24 for contact information.
Changing Your Benefits During the Year

IRS regulations limit when you can make changes to your benefits during the year. After you have made your elections during your first 30 days of eligibility, you cannot change your medical, dental, vision care or FSA elections outside annual Open Enrollment (held each fall) unless you have an event that permits you to make benefits changes under IRS rules. If you have an eligible change, contact Benefits at 617-496-4001 as soon as possible because you have 30 days from the event to make any changes. A benefits representative can explain the benefit changes you may be allowed to make.

Examples of events that may allow you to make benefit changes:

- Marriage
- Registering a Domestic Partnership
- Divorce
- Birth
- Adoption
- Death
- Change in Number of Dependents
- Change in Employment Status — beginning or end of employment for you or your spouse/domestic partner; beginning of or return from an unpaid leave of absence; going from benefits-eligible to benefits-ineligible (or vice versa); beginning or ending Family Medical Leave
- Dependent Losing Eligibility — dependent child reaches the maximum age of 26
- Dependent Gaining Eligibility
- Change in Health Coverage — significant change in health care coverage or cost for you or your spouse/domestic partner
- Retirement
- Relocation