



*Building Bridges to the Future*

# **Riverview School District**

## **#407**

### **Employee Benefit Guide**

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**2017-2018 School Year**

# Important Open Enrollment Information

## Open Enrollment Period: August 21st to September 29th, 2017

- November 1st is the effective date for all lines of coverage.
- WEA Select Plans can be previewed beginning August 21st at <http://resources.hewitt.com/wea>.
- If you are a new hire or wish to make changes, you will need to enroll using the online system or by calling the WEA Select Benefits Center at 1-855-668-5039.
- **You need to insure that all eligible dependents are listed as covered on your Delta Dental of Washington plan no later than September 29th. Mid year additions of dependents (unless eligibility is due to a Qualified Status change) will not be accepted.** This can be done by calling the WEA Select Benefits Center at 1-855-668-5039 or online at <http://resources.hewitt.com/wea>.

### Benefits Fair

Please plan on attending this one time event as this will be your only chance to meet with our insurance representatives to answer your questions or to get further information and details.

**Date: Wednesday, August 30th**

**Time: 10:30 am - 12:00 pm**

**Location: Educational Service Center**

**15510 1st Ave NE**

**Duvall, WA 98019**

The information herein is not a contract. It is a brief summary of the benefits available. It is not intended to be an all-inclusive description of Plan benefits, limitations or exclusions, and should not be used in lieu of a Plan book. Be sure to consult your Plan booklet, or consult with the insurance company representative before making your selection. If there are any discrepancies between this summary and the official Plan documents and booklets, the official Plan documents and booklets prevail. Please direct any questions to **Cindy Sage (425) 844-4513** or **The Partners Group at (877) 455-5640**. This summary was printed on August 29, 2017 . Any further information, revision by bargaining units or by insurers after this date could change or modify the information contained herein.

## Welcome to Your Benefits!

The District is proud to offer a comprehensive benefits package to its valued employees and their eligible family members. This package is designed to provide you with choice, flexibility and value.

This Benefits Guide will help you learn more about your benefits, review highlights of the available plans and make selections that best fit your lifestyle and budgetary needs. This information is also available on your District's website. In addition, you can contact the Payroll and Benefits Department or our Insurance Broker, The Partners Group for help in understanding your benefits. After enrollment, you will have access to insurance plan booklets that provide more detailed information on each of the programs you have selected.

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## Enrolling or Making Changes to your Benefits

You may make changes to your benefit choices once a year during the open enrollment period. Outside of this period, you can add or drop dependents if there has been a qualifying event. Coverage will be effective for newborns on their actual date of birth. If you have been recently married, coverage becomes effective the 1st of the month after date of marriage.

You have the following time periods to enroll:

- 60 days from birth/adoption to add a child
- 30 days from date of marriage to add a spouse and stepchildren
- 30 days to add a spouse or children if there has been a loss of other group coverage
- 30 days to enroll dependents for voluntary benefits

Many of your benefits are on a pre-tax basis so the IRS requires you to have a qualified change in status in order to make changes to your benefits.

## Types of Qualifying Events

- You get married or divorced
- You enter into a domestic partnership
- You have a child or adopt one
- An enrolled family member dies
- You (or your spouse) go on a leave of absence
- You waived coverage for yourself or your family member because of other coverage and that coverage is lost for qualified reasons

If you are declining enrollment for yourself or your dependents because of other health insurance coverage, you may be able to enroll yourself or your dependents in our plans provided that you request enrollment within 30-60 days (depending on carrier) after your other coverage ends.

***Unless one of the above Qualifying Events apply, you may not be able to obtain coverage under our insurance plans until the next open enrollment period.***

**New employees are eligible for group mandatory and voluntary benefits beginning the 1st of the month following the new employee's first paycheck. Please contact Cindy Sage in Payroll to find out the minimum number of hours you must work to become eligible for benefits. The required hours depend upon your specific bargaining unit.**

## Dependents

Your legal spouse or domestic partner is eligible for coverage as well as any of your children (biological or step) up to age 26. Coverage is also available beyond age 26 for incapacitated children. Please see Payroll and Benefits for more information if you have questions on dependent eligibility.

# Benefit Changes for the 2017-2018 School Year

## Washington State Allocation

State allocation for employee benefits will increase to \$820.00. The 2017-2018 Retiree Carveout amount is \$64.07.

## Kaiser Permanente

- No benefit changes
- 10.3% decrease

## WEA Medical Plans (Plan 2, Plan 3, EasyChoice, Plan 5, Basic and QHDHP)

### All plans

- WEA has changed carriers from Premera Blue Cross, to Aetna and United Healthcare
- Each Plan offered by the district will have 2 carrier choices, and 2 network choices, PPO Network and High Performing Network.
- Benefits vary by plan, and by Network choice.
- The Deductible and Out of Pocket Limits will reset on November 1 of each year.
- EasyChoice A and B will have different monthly premiums.
- Prior Authorization will not be required for Massage Therapy, however, treatment must be medically necessary.

### WEA Aetna plans

- The Aetna network for PPO plan choices is the "Open Access" network. The Aetna network for the High Performance Network plan choices is the "Whole Health in Puget Sound" network in King, Snohomish and Pierce counties and is the "Washington Value Network" in all other counties.
- Prior Authorization is not required for Physical Therapy, Speech Therapy or Occupational Therapy, however, treatment must be medically necessary.
- Aetna High Performance Network plan choices:
  - Emphasize coordination of care within a system of providers
  - Participants can self-refer to specialists and other healthcare providers within the network.
  - **A referral is required if care cannot be provided within the network. (KING, SNOHO, PIERCE ONLY)**
  - Out-of-network benefits are included, with a separate deductible, coinsurance levels, and no out-of-pocket maximum.
  - Certain physician groups have been excluded from this network.
  - Except in King, Snohomish or Pierce Counties, there are no benefits for Out-of-Network services, except for Emergency Services. This includes dependents residing in other states.

### WEA United Healthcare (UHC) plans

- The UHC network for PPO plan choices is the "Choice Plus" network. The UHC network for the High Performance Network plan choices is the "Navigate Balanced" network.
- UHC High Performance Network plan choices:
  - Participants pay lower copayments when referred to a specialist by their Primary Care Physician
  - Participants can self-refer for specialty services within the network and pay a higher copayment at the time of service.
  - Certain physician groups have been excluded from this network.
  - There are no benefits for Out-of-Network services, except for Emergency Services. This includes dependents residing in other states.
- All UHC plans will require Prior Authorization for Physical Therapy, Speech Therapy and Occupational Therapy.
- UHC plans include the "Real Appeal Weight Loss Program", each participant that registers for the program receives a kit that includes a scale, blender, exercise bands, DVDs and a food scale. The 52 week program includes personalized support, weekly meetings with a coach, digital tools and other resources to help participants reach and maintain their goals.

## Benefit Changes for the 2017-2018 School Year continued

### WEA – Delta Dental

- No Benefit Changes
- 2% rate decrease

## Medical Insurance

Comprehensive and preventive health care coverage is important in protecting you and your family from the financial risks of unexpected illness and injury. The District offers you a choice of a variety of plans and plan styles. All plans cover most of the same benefits but your out-of-pocket costs and network physicians vary. Please review the types of plans available, listed below, then review the highlights of what each plan covers on the following pages.

### Preferred Provider Organization (PPO)

These type of plans contract with a large number of providers. If you choose to receive your care through a preferred provider, the insurance company will pay a higher percentage of the charges. If you choose to receive your care through a non-preferred provider, then the insurance company will pay a lower percentage of the charges.

Your PPO plan options are available through Aetna and United Healthcare.

### Qualified High Deductible Health Plan (QHDHP)

These type of plans operate almost like the PPO plans. If you choose to receive care through a preferred provider, the insurance company will pay a higher percentage of the charges than if you receive care from a non-preferred provider. ***Unlike a PPO plan, the deductible must be satisfied before the QHDHP plan will pay for any care (except preventive care), including prescriptions. Also, unlike a PPO plan, if there is more than one person enrolled on your plan, the family deductible must be satisfied before the plan will pay benefits (except for preventive care) for any enrolled member.***

If you choose to elect the QHDHP, you may be eligible for a Health Savings Account (HSA). An HSA is a bank account that allows you to deposit funds, on a pre-tax basis, that can be used to pay for qualified medical expenses. If you choose the QHDHP, you may be eligible for an HSA however if you do not choose the QHDHP, you are not eligible to participate in an HSA. Further information on QHDHP's and HSA's are located further in this guide.

Your QHDHP plan option is available through Aetna and United Healthcare.

### Health Maintenance Organization (HMO)

These type of plans provide you with managed benefits and usually a lower cost at the time of service. However, these plans require that you select a primary care provider (PCP) from their list of providers. Your primary care provider will either provider or coordinate all of your care except in the case of a medical emergency.

Your HMO plan option is available through Kaiser Permanente.

## Special Note about Hospitals and Emergency Rooms

E.R. physicians and the hospitals they practice in are not always participating with the same insurance companies. The physicians and hospitals are *usually* under separate contracts.

To receive the highest benefits your insurance provides it is a good idea to check your nearest ER and physician participation prior to needing these services. You may do this by calling your insurance company or checking their website.

## Medical Plan Options

Plan (Network)	WEA Plan 2 - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In Network Coverage Only*
Medical Deductible	\$300 (3x family)		\$300 individual (3x family)	\$800 individual (3x family)	\$300 (3x family)
Rx Deductible	None		None		None
Carrier Coinsurance	80%	60%	80%	60%	80%
Medical OOP Max	\$2,000 individual (3x family)	\$3,400 individual (3x family)	\$2,000 individual (3x family)	Unlimited	\$2,000 individual (3x family)
Office Visit <i>Primary/Specialist</i>	\$25/\$35 (dw)	\$30/\$40 (dw)	\$25/\$35 (dw)	\$30/\$40 (dw)	\$25/\$50 (dw)
Rx OOP	\$2,000 individual (2x family)		\$2,000 individual (2x family)		\$2,000 individual (2x family)
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	\$10/\$20/\$35		\$10/\$20/\$35		\$10/\$20/\$35

Plan (Network)	WEA Plan 3 - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In Network Coverage Only*
Medical Deductible	\$500 (3x family)		\$500 individual (3x family)	\$1,000 individual (3x family)	\$500 (3x family)
Rx Deductible	None		None		None
Carrier Coinsurance	80%	60%	80%	60%	80%
Medical OOP Max	\$3,000 individual (3x family)	\$5,900 individual (3x family)	\$3,000 individual (3x family)	Unlimited	\$3,000 individual (3x family)
Office Visit <i>Primary/Specialist</i>	\$30/\$40 (dw)	\$40/\$50 (dw)	\$30/\$40 (dw)	\$40/\$50 (dw)	\$30/\$60 (dw)
Rx OOP	\$2,000 individual (2x family)		\$2,000 individual (2x family)		\$2,000 individual (2x family)
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	\$15/\$25/\$40		\$15/\$25/\$40		\$15/\$25/\$40

This is a consolidated view of your Aetna and United Healthcare health insurance benefits. To access your full benefits, for additional information, or to find a provider, please visit [www.weaselect.com](http://www.weaselect.com).

\* No out-of-network benefits for UHC High Performance plans.



## Medical Plan Options

Plan (Network)	WEA Plan 5 - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In-Network Coverage Only*
<b>Medical Deductible</b>	\$200 individual (3x family)	\$350 per person	\$200 individual (3x family)	\$700 individual (3x family)	\$200 (3x family)
<b>Rx Deductible</b>	None		None		None
<b>Carrier Coinsurance</b>	90%	70%	90%	60%	90%
<b>Medical OOP Max</b>	\$1,000 individual (3x family)	Unlimited	\$1,000 individual (3x family)	Unlimited	\$1,000 individual (3x family)
<b>Office Visit Primary/Specialist</b>	\$20/\$30 (dw)	70%/70%	\$20/\$30 (dw)	60%	\$20/\$50 (dw)
<b>Rx OOP</b>	\$2,000 individual (2x family)		\$2,000 individual (2x family)		\$2,000 individual (2x family)
<b>Prescriptions</b>	Generic/Preferred/Non-Preferred At Participating Pharmacies				
<b>Retail Cost Share Copay</b>	\$10/\$15/\$30		\$10/\$15/\$30		\$10/\$15/\$30

This is a consolidated view of your Aetna and United Healthcare health insurance benefits. To access your full benefits, for additional information, or to find a provider, please visit [www.weaselect.com](http://www.weaselect.com).

\* No out-of-network benefits for UHC High Performance plans.

## Medical Plan Options

Plan (Network)	WEA EasyChoice A - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In-Network Coverage Only*
Medical Deductible	\$1,250 individual (3x family)	\$2,000 individual (3x family)	\$1,250 individual (3x family)	\$1,750 individual (3x family)	\$1,250 (3x family)
Rx Deductible	\$500 (waived for generics)		\$500 (waived for generics)		\$500 (waived for generics)
Carrier Coinsurance	80%	50%	80%	60%	80%
Medical OOP Max	\$4,000 individual (2x family)	Unlimited	\$4,000 individual (2x family)	Unlimited	\$4,000 individual (2x family)
Office Visit <i>Primary/Specialist</i>	\$25/\$35 (dw)	50%/50%	\$25/\$35 (dw)	60%	\$25/\$50 (dw)
Rx OOP	\$2,500 individual (2x family)		\$2,500 individual (2x family)		\$2,500 individual (2x family)
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	\$10/30%/30%		\$10/30%/30%		\$10/30%/30%

Plan (Network)	WEA EasyChoice B - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In-Network Coverage Only*
Medical Deductible	\$750 individual (3x family)	\$1,500 individual (3x family)	\$750 individual (3x family)	\$1,250 individual (3x family)	\$750 (3x family)
Rx Deductible	\$250 (waived for generics)		\$250 (waived for generics)		\$250 (waived for generics)
Carrier Coinsurance	75%	50%	75%	60%	75%
Medical OOP Max	\$3,500 individual (2x family)	Unlimited	\$3,500 individual (2x family)	Unlimited	\$3,500 individual (2x family)
Office Visit <i>Primary/Specialist</i>	\$30/\$40 (dw)	\$50%/50%	\$30/\$40 (dw)	60%	\$30/\$60 (dw)
Rx OOP	\$2,500 individual (2x family)		\$2,500 individual (2x family)		\$2,500 individual (2x family)
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	\$5/\$30/\$45		\$5/\$30/\$45		\$5/\$30/\$45

This is a consolidated view of your Aetna and United Healthcare health insurance benefits. To access your full benefits, for additional information, or to find a provider, please visit [www.weaselect.com](http://www.weaselect.com).

\* No out-of-network benefits for UHC High Performance plans.

## Medical Plan Options

Plan (Network)	WEA Plan Basic - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In-Network Coverage Only*
Medical Deductible	\$2,100 individual (2x family)	\$2,500 individual (2x family)	\$2,100 individual (2x family)	\$2,600 individual (2x family)	\$2,100 (2x family)
Rx Deductible	\$750 individual (2x family)	Not Covered	\$750 individual (2x family)	Not Covered	\$750 individual (2x family)
Carrier Coinsurance	70%	50%	70%	60%	70%
Medical OOP Max	\$6,600 individual (2x family)	Unlimited	\$6,600 individual (2x family)	Unlimited	\$6,600 individual (2x family)
Office Visit <i>Primary/Specialist</i>	\$35/\$50 (dw)	50%	\$35/\$50 (dw)	60%	\$35 (dw)
Rx OOP	Included in Medical		Included in Medical		Included in Medical
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	\$15/\$30/\$50		\$15/\$30/\$50		\$15/\$30/\$50

Plan (Network)	WEA QHDHP - All Staff				
	Aetna/UHC PPO		Aetna High Performance		UHC High Performance
	In Network	Out of Network	In Network	Out of Network	In-Network Coverage Only*
Medical Deductible	\$1,750 individual (2x family)	\$3,000 individual (2x family)	\$1,750 individual (2x family)	\$2,250 individual (2x family)	\$1,750 (2x family)
Rx Deductible	None		None		None
Carrier Coinsurance	80%	50%	80%	60%	80%
Medical OOP Max	\$5,000 individual (2x family)	Unlimited	\$5,000 individual (2x family)	Unlimited	\$5,000 individual (2x family)
Office Visit <i>Primary/Specialist</i>	80%	50%	80%	60%	80%
Rx OOP	Included in Medical		Included in Medical		Included in Medical
Prescriptions	Generic/Preferred/Non-Preferred At Participating Pharmacies				
Retail Cost Share Copay	80%		80%	60%	80%

This is a consolidated view of your Aetna and United Healthcare health insurance benefits. To access your full benefits, for additional information, or to find a provider, please visit [www.weaselect.com](http://www.weaselect.com).

\* No out-of-network benefits for UHC High Performance plans.

## Medical Plan Options

Plan (Network)	Kaiser Permanente
Network	At a Kaiser Facility/Provider Only
Medical Deductible	\$350 person / \$1,050 family
Rx Deductible	None
4th Qtr. Carry Over	Does NOT Apply
Coinsurance	90%
Medical Out of Pocket Max	\$2,500 person / \$7,500 family
Rx Out of Pocket Max	Included in Medical
Office Visit	\$20 copay + ded & coins
Preventive Care*	100% (dw)
Diagnostic Lab & X-Ray	Deductible & Coinsurance
Advanced Diagnostic Procedures	Deductible & Coinsurance
Emergency Care**	\$200 copay + ded & coins
Ambulance	80% (dw)
Inpatient	\$200 copay per day (up to 3 days per admit) + ded & coins
Outpatient	\$20 copay + ded & coins
Spinal Manipulations	10 visits PCY
Vision Care	One exam every 12 months
Rehab - Outpatient (Speech, Massage, OT, PT)	60 visits PCY \$20 copay + ded & coins
Rehab - Inpatient (Speech, Massage, OT, PT)	60 days PCY \$200 copay per day (up to 3 days per admit) + ded & coins
Prescriptions	Generic / Formulary At GHC Pharmacies Only
Retail Cost Share (30 Day Supply)	\$10 / \$20
Mail Order Cost Share (90 Day Supply)	\$20 / \$40
Specialty Cost Share (30 Day Supply)	Subject to applicable retail copay through Kaiser Specialty Medication Pharmacy Only
Life/AD&D Insurance	None

\*Preventive Services as defined by the Affordable Care Act

\*\*Copay waived if admitted to hospital

(dw)= Deductible Waived

(PCY) = Per Calendar Year

Ded & coin = Deductible & Coinsurance Apply

OT = Occupational Therapy

PT = Physical Therapy

Rx = Prescription Medication

To locate a Kaiser provider, visit [www.kp.org/wa](http://www.kp.org/wa)

## High Deductible Health Plan and HSA Questions and Answers

### How does the High Deductible Health Plan (HDHP) work?

- Unlike your other health plans that have co-pays for certain services that do not apply toward the deductible, on an HDHP, your deductible **must be met before** payments are provided for any services (except for Preventive Care) including prescriptions. If there is more than one person covered by your HDHP (spouse and/or child) the family deductible **must be met before** payments are provided for ANY person enrolled.

### What is a Health Savings Account (HSA)?

- A Health Savings Account is a special bank account tied to your HDHP where you can put in money, on a pre-tax basis, to pay for “qualified medical expenses” such as prescriptions, services provided by your HDHP, dental plan and vision plan.

### Who is eligible to participate in an HSA?

- Anyone covered by an HDHP, however, you or your enrolled spouse cannot be covered under another medical plan unless that plan is also an HDHP.
- If you are no longer covered by an HDHP, or you enroll in Medicare, you can no longer contribute funds to an HSA but you can use the remaining funds toward eligible expenses.
- You cannot participate in an HSA if you can be claimed as a dependent on another person’s tax return.
- As this is a bank account, you must be eligible to open a bank account. This process may include a credit check.

### Can I have an HSA and a Flexible Spending Account (FSA) or a Health Reimbursement Account (HRA)?

- Any person covered by an HDHP **cannot** have an FSA or HRA **including VEBA** unless it is a **non-medical** FSA or HRA such as a daycare reimbursement FSA or a “limited purpose” non-medical FSA.
- If your spouse has an FSA that could cover your medical expenses, you **cannot** participate in an HSA.

### How much can I contribute to my HSA?

- You (and/or your employer) can contribute up to the Federal Annual Limit. For 2017, including employer contributions, it is \$3,400 (individual) or \$6,750 (family). For 2018, the limit increases to \$3,450 (individual) and to \$6,900 (family).
- If you are over age 55, contributions may include an additional \$1,000 per calendar year.
- Married couples with two separate HSAs are limited to a total of \$6,750 between the two accounts if one has an HDHP with employee & dependents enrolled.
- Contributions to your HSA are deducted from your paycheck on a pre-tax basis and deposited by your employer.

### How do I use my HSA?

- Most HSAs come with a debit card attached to the account. Use or provide this card at time of service/purchase to use the funds in your HSA.
- You may also provide receipts for eligible expenses to your HSA administrator for reimbursement if you do not use your HSA debit card.

**Please note that the Riverview School District does not provide any contributions towards your Health Savings Account.**

## High Deductible Health Plan and HSA Questions and Answers continued

### Important Things to Be Aware of About your HDHP and HSA

- The HSA is a bank account, in your name, that belongs to you. If you leave your employer, the account goes with you and you can continue to use it for qualified medical expenses. Any monthly banking fees for the HSA are your responsibility and will be deducted directly from your HSA.
- Over-the-Counter medications are not a qualified medical expense under an HSA.
- Any use of HSA funds for a non-qualified medical expense are subject to a 20% tax penalty and applicable income taxes. You should keep all your receipts for purchases made with your HSA in case you are audited by the IRS.
- You cannot use HSA funds for any item or service provided prior to your effective date on your HDHP. For example, if your HDHP was effective 11/1/2017 and your dentist performed a crown on 9/5/2017, you cannot use HSA funds on this service.
- Unlike an FSA, you can only use the funds that have already been deposited in your HSA. If you receive a bill for \$400 for services but only have \$200 in your HSA available, you can only use \$200.
- You can use your HSA funds for qualified medical expenses for any tax dependent even if they are not covered by your HDHP. You cannot, however, use your HSA funds for qualified medical expenses for someone who is not a tax dependent (e.g. a child over the age of 26.)
- All deductibles on your HDHP reset January 1<sup>st</sup> of each calendar year. There is no carry forward of deductibles met in the prior year. If you enroll in an HDHP on November 1, your medical expenses will be subject to the entire annual deductible for the remainder of the calendar year and will reset on January 1.

This is just a brief overview of HSAs and HDHPs and is not inclusive of all tax laws. More information can be found at [www.treasury.gov](http://www.treasury.gov) , and on IRS Publication 969 and 502 or by consulting your tax professional.

## **Saving Money on Your Medical Costs**

Health care costs can be expensive. You can help keep your costs down for yourself and for everyone enrolled under our plans by making wise choices.

### **Use The Emergency Room for Emergencies Only**

If you have a life threatening emergency, contact 911 or go to an emergency room but if your condition is not life threatening or a medical emergency, use an urgent care facility or see your doctor. Urgent Care facilities are significantly cheaper than emergency rooms and generally only require a small co-pay for their use.

### **Select Generic Prescription Drugs When Available**

If a generic drug is available and will work for you, select the generic. Generic drugs are considerably less expensive for you and our insurance plan. Some plans, like the Premera EasyChoice plans, include a separate deductible for prescriptions that is waived if you select generic drugs.

### **Choose to Receive Care from a Preferred (In-Network) Provider on Your PPO Plan.**

To make sure you are receiving the maximum coverage possible, ask if the physician or the medical facility whose services you want to use is in your plan's "preferred provider" network. Always be sure to ask, if you are being referred for any services, that you are being referred to a preferred provider. While your hospital or physician may be a preferred provider, the lab they use or refer you to for tests may not be and you will be responsible for a greater percentage of the charges as a result.

### **Participate in the Flexible Spending Account**

Our Flexible Spending Account (FSA), described under the Voluntary Benefits section of this guide, allows you to pay many of your out-of-pocket expenses such as deductibles, co-pays, co-insurance, non-covered health care costs and dependent care with before-tax dollars. The FSA allows you to spread these costs over the year as just a portion of your annual election is deducted from each paycheck.

## Mandatory Dental Benefits

Dental is a mandatory benefit that comes out of your state allocation. **All employees working a minimum of .396 FTE are eligible.**

Under the Delta Dental of Washington Incentive Plan, you may receive care from any dentist. However, if you receive care from a preferred provider dentist, your out-of-pocket expenses will be lower and your maximum plan year benefit will be higher.

To find a Delta Dental of WA provider go to [www.deltadentalwa.com/wea](http://www.deltadentalwa.com/wea).

Delta Dental Incentive Plan A (Group #186)	
Plan Year Maximum (Nov 1 - Oct 31)	\$1,750 per person (Non-PPO providers) \$2,000 per person (PPO providers)
Preventive Services (Exams, X-Rays, Cleanings, Fluoride, Sealants)	70% - 100% Incentive
Restorative Services (Fillings, Oral Surgery, Endo, Perio)	70% - 100% Incentive
Onlays, Crowns	70% - 100% Incentive
Major (Dentures, Bridges, Partials & Implants)	50%
Temporomandibular Joint Disorder	50% up to \$1,000 Annual Maximum \$5,000 Lifetime Maximum

During your 1st benefit year on this plan, 70% of covered benefits are paid. This advances by 10% annually (on November 1) **providing you use the program at least once each benefit year** to a maximum of 100%. Failure to use the program once each benefit year causes your benefit level to drop by 10% but never lower than 70%. Each eligible employee creates their own percentage level. Percentage levels do not affect the 50% level on allowable prosthetics (dentures and bridges) and orthodontics.

Orthodontia Benefits	For Children Only
Admin., Certificated, Non-Rep Employees (Ortho Plan C)	50% to \$500 - Lifetime Max Benefit
Classified Employees (Ortho Plan B)	50% to \$1,000 - Lifetime Max Benefit



## Mandatory Vision Benefits

The District provides its eligible employees working a minimum of **.396 FTE (3 hours per day)** vision care coverage through Northwest Benefit Network (NBN). This plan allows you to use any licensed provider. However, if you use an NBN panel provider, your benefits are greater, your out of pocket costs are less and payment is made directly to the provider. Please refer to the table below to find out how often you are eligible for services and what benefits are provided.

This plan covers you and your entire family (spouse, domestic partner and children up to age 26).

	Frequency	Panel Provider
<b>Copayments</b>		\$10.00
<b>Exams</b>	Once each 365 days	Paid in full*
<b>Lenses (pair)</b>	Once each 365 days	Paid in full*
<b>Frames</b>	Once each 730 days	Paid in full**
<b>Contacts -subnormal (in lieu of all other services, requires approval from NBN Claims)</b>	Once each 365 days	Paid in full*
<b>Contacts - elective (in lieu of all other hardware services)</b>	Once each 365 days	\$175.00 allowance towards the cost of a fitting fee and lenses at an NBN provider

**PLEASE NOTE: Your benefits are tracked from service date to service date; there is no “grace period.”**

\*When services are provided by a Northwest Benefit Network Provider.

\*\*Paid in full means the cost of basic lenses are covered in full when service is provided by a panel provider.

\*\*\*Paid in full means for the cost of frames covered by your Plan when provided by a panel provider. Your panel provider will inform you of which frames are covered and which frames will require out-of-pocket costs for you.

### Obtaining services from a Panel Provider:

1. Log on to [www.nwadmin.com](http://www.nwadmin.com) or NWA’s mobile app and use the NBN Vision Provider Locator feature to find an NBN eye care professional. It’s also a good idea to verify your eligibility status online prior to receiving services.
2. Present your NBN Vision ID card when you arrive for your appointment. Failure to tell your NBN eye care professional that you have NBN Vision eye care coverage could result in significant out of pocket expenses. Need additional ID cards? You can print extras online at [www.nwadmin.com](http://www.nwadmin.com).
3. Complete any paperwork your eye care provider may require.
4. After your services are complete, pay your NBN Vision provider any co-payments (if your plan requires them) and/or charges for any uncovered items you elected to receive. NBN will pay the panel provider directly for professional services and eyewear covered under your NBN Vision Plan.

### Obtaining reimbursement for services at a Non-Panel Provider:

If you decide to use the services of a vision care provider not in the NBN network, simply pay for your vision services and/or materials and send the itemized bill to NBN with a completed NBN Vision claim form. Claim forms are available online at [www.nwadmin.com](http://www.nwadmin.com). You will be reimbursed according to the out-of-network schedule of benefits (see your plan booklet for details). Payment for your claim will typically be made within 10 – 14 business days from receipt of your claim.

**If you obtain services or eyewear before you are eligible, you will be responsible for all charges incurred. If a non-covered lens extra or a frame that exceeds the plan allowance is ordered, you are responsible for the additional costs including any fees. All claims must be submitted within 365 days from the date of service to be considered for payment. There will be additional patient responsibility if a premium version of a covered item is ordered as the plan only covers standard styles of lens extras.**

**This is a summary only of the benefits of the plan. Actual benefits are based upon the plan agreement which may contain plan details not specified in this plan summary.**

Register at [www.nwadmin.com](http://www.nwadmin.com) to review your past claims history, eligibility status, plan documents, print a claim form and more.

## Mandatory Vision Benefits continued

### Lens Extras

The following lens extras are covered by your NBN Vision Plan when a network provider is used:

Generic Flat Top Multi Focal	Blended	Progressive**
Oversize blanks	Prism Segs	Slab Off
Laminated	Double Segs	Pink 1 & 2 Tints
Sun Tints	Glass Photo Chromatic Lite Shades	Glass Photo Chromatic Dark Shades
Other Tints	Anti-Reflective Multi Layer	Color Coat
Scratch Coat	Anti-Reflective + Scratch Coat**	

The following lens extras are available but the costs for these are the responsibility of the patient:

Plastic Photo Chromatic**	Edge Coat	Special Lens Edge Treatments
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Hi-Index\*\* (extra thin, light weight lenses) are covered by your NBN Vision plan only when necessary under the terms of the plan.

\*\*If covered, plan pays for standard or basic styles. Patient pays the difference in cost of “premium” progressives, “premium” photochromatic, “premium” anti-reflective + scratch coat and “premium” hi-lens extras.

## Mandatory Long Term Disability Insurance

All Administrators, Certificated and Classified exempt employees working a minimum of **.5 FTE** will be covered by our District’s Long Term Disability Policy provided by [Cigna](#). This plan provides financial assistance if you are not able to return to work due to a qualified disabling condition. Plan benefits are below.

Benefits begin paying at:	After the 90th day of disability
Benefit Amount	60% of your gross monthly income up to \$6,000/month
Minimum Benefit Amount	10% of your maximum benefit or \$100, whichever is greater.
Benefits stop paying at:	Your Social Security Normal Retirement Age (if disabled before age 65) If disabled after age 65, benefits end based on age when disabled. See plan documents for schedule.
Restrictions	Mental/Nervous related disability are covered only for 24 months

There are other benefits and restrictions on these benefits. Please review the Plan Summary for details.

## Mandatory Life/AD&D Insurance

All Administrators, Certificated and Classified exempt employees will be covered by our District’s Life/AD&D Insurance Policy provided by [Cigna](#). Plan benefits are below.

Benefit Amount:	Age 64 and under: \$25,000. Benefit reduced to 65% @ age 65 and reduced again @ age 70 to 50%
Life Insurance Benefits	Living Benefit, Waiver of Premium due to total disability prior to age 65. Policy is portable and convertible.
AD&D Benefits	Seat belts, exposure and disappearance, education, speech and hearing, paralysis and felonious assault.

Please review the Plan Summary for further details.

## Employee Assistance Program

**Covered employee groups are: Administrators, Certificated and Classified Exempt.**

CIGNA's Life Assistance<sup>SM</sup> Program helps all covered members and their immediate family members (living in their household) to better balance their work and personal lives with access to online tools, in-person behavioral health assistance and live telephonic counseling - 24 hours a day, seven days a week.

This program focuses on providing consultation, information, success planning and referral to resources for a variety of concerns including:

<b>Adoption</b> (includes online resources)	<b>Parental Care</b>	<b>Summer Care</b>
<b>Pet Care</b> (includes online resources)	<b>Parenting</b>	<b>Legal Services</b>
<b>Child Care</b> (includes online resources)	<b>Special Needs</b>	<b>Financial Information</b>
<b>Senior Care</b> (includes online resources)	<b>Education</b> (includes online resources)	

*Research and up to 3 qualified referrals within 12 business hours (6 for emergencies)*

This program's unique advantages include:

- **Proactive Outreach** – Important outreach features promote usage of Cigna's Life Assistance<sup>SM</sup> program when you need it most. Outreach includes reminders throughout the length of the issue.
- **Emphasis on Personal Interaction** – Cigna's Life Assistance<sup>SM</sup> offers 24 hour live, telephone access to Cigna's licensed behavioral clinicians and up to three, free face to face behavioral counseling sessions with independent specialists when needed.
- **Extensive Network of Behavioral Health Resources** – Cigna Behavioral Health's network of more than 54,000 contracted licensed behavioral health clinicians provide prompt, local access to support.
- **Comprehensive Life Event Services** – Your EAP program offers information and referrals on a wide variety of topics such as finding qualified child care, summer care, senior care facilities, research and information on education programs, adoption, and financial information plus a 30-minute free legal consultation for most legal issues.
- **Unique Health Rewards<sup>®</sup> Program** – Cigna's Life Assistance<sup>SM</sup> includes Healthy Rewards<sup>®</sup>, which offers discounts (up to 60%) on a range of health and wellness related services and products including discounts on Jenny Craig, smoking cessation programs, chiropractic care, fitness club memberships, hearing and vision care, massage therapy, acupuncture, pharmacy, vitamins and more.
- **Assessment and Counseling** – Up to three (3) in-person counseling sessions for you and your family members for assessment, problem solving and referral to resources.

**To access online resources visit: [www.cignabehavioral.com/cgi](http://www.cignabehavioral.com/cgi)**

**To contact a Cigna licensed behavioral clinician call 1-800-538-3543**

## Voluntary Benefits

The District offers a variety of voluntary benefits to eligible employees on the following pages. *Please be aware that these benefits cannot be paid for from monies from your state allocation.*

### Voluntary Short Term Disability/Salary Insurance (All Benefit Eligible Employees)

Our district offers its eligible employees Short Term Disability/Salary insurance through [American Fidelity](#). This policy is designed to provide you with a cash benefit in the event you suffer a qualified short term disability. This plan includes offsets that will subtract any other sources of income, such as Social Security. This plan will not offset income received from sick pay for the first 30 days. Injury or sickness arising out of or in the course of any occupation for wage or profit for which you are entitled to. Worker's Compensation will not be covered under the benefits listed below.

<b>AmFi Brochure #</b>	SB-30485
<b>Benefit Amount</b>	Up to 66 2/3 <sup>rd</sup> % of your monthly income to a maximum of \$7,500 per month
<b>Waiting Period</b>	0 days for injury / 7 days for sickness (benefits begin on 8th day for sickness)
<b>Benefit Period</b>	90 days

### Voluntary Long Term Disability/Salary Insurance (All Benefit Eligible Employees)

Our district offers its eligible employees Long Term Disability/Salary insurance through [American Fidelity](#). Similar to the short term disability policy, the long term disability policy provides you with a cash benefit in the event you suffer a qualified disability. This plan will not offset income received from sick pay for the first 60 days. Injury or sickness arising out of or in the course of any occupation for wage or profit for which you are entitled to Worker's Compensation will not be covered under the benefits listed below. These plans also have limitations and exclusions. Consult the appropriate American Fidelity brochure for details.

<b>Eligible Class</b>	<b>All Benefit Eligible Employees</b>
<b>AmFi Brochure #</b>	SB-30486
<b>Benefit Amount</b>	Up to 66 2/3 <sup>rd</sup> % of your monthly income to a maximum of \$7,500 per month
<b>Waiting Period</b>	Several Benefit options are available
<b>Benefit Period</b>	To your normal Social Security Retirement Age

The above information does not constitute a contract. It only highlights some general information. These products contain limitations, exclusions, and waiting periods. Please be sure to consult the appropriate WEA Select American Short-Term brochure for a summary of the plan's rates, specific benefits, limitations, exclusions, and elimination period information before making your selection. The brochure is available in the human resource department and/or through an American Fidelity Assurance Company representative at 1-866-576-0201 between 8:00 AM and 5:00 PM or via the Internet at [www.americanfidelity.com](http://www.americanfidelity.com).

## Voluntary Long Term Disability (Administration, Certificated and Classified Exempt Employees)

Voluntary Long Term Disability insurance is available to you through Massachusetts Mutual Insurance Company. If you enroll during your first open enrollment period following your start date, you are guaranteed certain issue amounts. These amounts depend on your job classification and income. The benefit amount, waiting periods, benefit period and costs all vary based on factors such as your age, income and the coverage you selected. See Human Resources for details on this coverage.

## Voluntary Life/AD&D Insurance (Classified Employees)

This coverage is provided by Cigna to benefit eligible Classified employees.

Benefit Amount:	Age 64 and under: \$25,000. Benefit reduced to 65% @ age 65 and reduced again @ age 70 to 50%
Life Insurance Benefits	Living Benefit, Waiver of Premium due to total disability prior to age 65. Policy is portable and convertible.
AD&D Benefits	Seat belts, exposure and disappearance, education, speech and hearing, paralysis and felonious assault.

Please review the Plan Summary for further details.

## Voluntary Life/AD&D Insurance (Administrators, Certificated, Classified Exempt & Classified Employees)

This coverage is provided by Unum to eligible Administrators, Certificated, Classified Exempt and Classified Employees.

Benefit Amount:	<b>Employee:</b> Life/AD&D insurance up to \$150,000 (in \$10,000 increments) <b>Spouse: Life coverage only.</b> Up to 50% of the employee elected amount subject to a short Health Evidence form. <b>Dependent Children: Life coverage only.</b> Under age 26: Up to \$2,000 (\$1,000 benefit up to age 6 months.)
Life Insurance Benefits	Living Benefit, Waiver of Premium due to total disability prior to age 65. Policy is portable and convertible.
AD&D Benefits <b>(available to the employee only)</b>	Seat belts, airbag, exposure and disappearance, repatriation, education, speech and hearing, paralysis and felonious assault.

See the WEA Select Voluntary Term Life brochure for a summary of the AD&D benefit information as well as the subsidy for this plan.

The policy has exclusions and limitations which may affect any benefits payable. For complete details of coverage, please refer to your plan certificate available from your plan administrator.

## Section 125 Plan / Flexible Spending Account

Section 125 Plan enables participating employees to reduce their income tax liability by setting aside pre-tax dollars from their earning to pay for out-of-pocket premiums, health care, and dependent care costs.

### American Fidelity Assurance Company:

There are three ways to save by participating in the Section 125 Plan – by pre-taxing eligible insurance premiums, by participating in the Dependent Day Care Flexible Spending Account (Dependent Day Care FSA), and by participating in the Health Flexible Spending Account (Health FSA). Consider the following reasons to participate:

- Tax Advantages – Participating in the Section 125 plan helps you lower the amount you pay in taxes and thereby, increase your take-home pay.
- Control – You decide how much to put into the Flexible Spending Accounts.
- Out-of-Pocket Medical / Dental Expenses –You can pre-tax eligible medical and dental expenses, such as orthodontia, copayments, and deductibles. You must have a medical practitioner’s prescription on file in order to be reimbursed for over-the-counter drugs and medicines. .
- Dependent Care Expenses – The Dependent Day Care FSA reimburses for certain eligible dependent care costs (e.g., day care) with pre-tax dollars and thus reduces your taxable income.

The eligible insurance plans available under Section 125 include dental, health, and vision insurance. These benefits will automatically be pre-taxed under the plan. If an employee does not want to participate in this plan, they must sign and return a “Premium Payment Plan Refusal” form to Cindy Sage, Payroll by October 2, 2017. Elections made under the Section 125 plan must remain in place for the length of the plan year unless the employee experiences an allowable election change event mid-plan year (consult your employer for more details). An employee cannot change or revoke their Health FSA election during the contract year. Cancellation or changes for this account are allowed only during the next annual open enrollment period.

Employees wishing to participate in either or both Flexible Spending Plans should plan to meet with the plan representative during the month of December to activate or continue their enrollment for the coming calendar year. Any new employees wishing to start a plan immediately after the start of the school year should contact the Payroll and Benefits office for immediate enrollment. Representatives will be available in each building to meet with interested staff on an individual basis in December. Schedule to be posted on the district website in November.

**IMPORTANT REMINDER:** Employees currently participating in a Flexible Spending plan will need to submit a new election form each year!

**Carryover:** The Health FSA allows up to \$500 of unused contributions to be carried over to the next plan year. This amount will be added to any contributions you elect for the next plan year. The plan allows for a 90 day runoff period after the end of the plan year during which the participant can submit eligible Health FSA or Dependent Day Care FSA claims incurred during the preceding plan year for reimbursement. Any amount over \$500 remaining at the end of the runoff period will be forfeited.

To take advantage of the Flexible Spending Accounts, you must complete the appropriate election form with the American Fidelity Representative. All employees participating in the plan need to submit an application for 2017-2018. All employees will need to see the American Fidelity Representative as no manual forms will be accepted.

## Credit Union Options

Mountain Crest Credit Union	Inspirus Credit Union (formerly School Employees Credit Union)
877-601-0000	888-628-4010
<a href="http://www.mountaincrestcu.com">www.mountaincrestcu.com</a>	<a href="http://www.inspiruscu.org">www.inspiruscu.org</a>

Active school employees, working in Washington State or retired school employees who live in Washington State, are eligible to become members of the above named Credit Unions. The advantages of joining a Credit Union include paying lower interest rates on loans, Classic Money Market Accounts, Savings Plans, Check Overdraft Protection along with specific accounts just for children. If you'd like more information please contact Cindy Sage in the Payroll Office or the Credit Unions above.

## MetLife Auto & Home Insurance

Active and retired employees are eligible for special group rates and discounts on Auto, Home and other types of property and casualty insurance through MetLife. Visit [www.metlife.com](http://www.metlife.com) or contact them at 800-438-6388 for further details.

## Tax Sheltered Annuities (TSA)

All employees of the District are eligible to elect to participate in the Tax Sheltered Annuity (TSA) program. TSAs are a unique retirement savings plan available to education employees of certain non profit organizations. For the 2017 calendar year, a participant may elect to contribute a maximum of \$18,000 or more (in certain situations) to a Tax-Deferred account available under the plan. Such contribution reduces taxable income and any earnings in the plan are tax deferred. The district's statement of Universal Availability is posted on the district website or contact Cindy Sage, (425) 844-4513.

The District currently works with The Omni Group, a third party administrator of 403(b) plans, to ensure compliance with the IRS regulations governing the operation of 403(b) plans. OMNI is NOT an investment company or service provider. They do NOT offer and cannot recommend any specific investment vehicle. The OMNI Group does provide a user friendly website ([www.omni403b.com](http://www.omni403b.com)) where employees can go to make 403(b) elections and changes, in addition to providing consumer education in the form of product neutral video presentation and other materials available on the website regarding financial literacy and retirement planning.

Please note: The Riverview School District does not represent, imply or recommend any specific tax deferred 'type' contracts or accounts. Information provided herein is of a general nature and selection and participation of a TSA program is the sole responsibility of the employee. Advice should be sought from your tax provider as well as any other investment professionals the employee chooses to contact.

## Helpful Information

The information on the following pages is presented for your information. If you have any questions on this information, please contact Human Resources.

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### Family Medical Leave Act of 1993 (FMLA)

The Federal Family Medical Leave Act (FMLA) was signed into law in February 1993. The law guarantees up to 12 weeks of unpaid leave each year to workers who need time off for the birth or adoption of a child, to care for a spouse or immediate family member with a serious illness, or who are unable to work because of a serious health condition. Employees are eligible if they worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months.

The FMLA is an employer law; it covers employers with 50 or more employees and affects many job-related rights of employees. Among other things, this law also affects the health benefit plans maintained by employers who are required to comply. Employers are required by FMLA to continue to provide group health benefits at the same level and under the same conditions as if the employee had continued to be actively at work. A person who fails to return from an FMLA leave may be entitled to continuation of coverage under COBRA.

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### COBRA and Continuation of Coverage

If you or a qualifying family member have any questions about notices provided to you by your employer or questions about COBRA please contact:

Cindy Sage  
Riverview School District  
15510 1st Ave NE  
Duvall, WA 98019  
Mailing: PO BOX 519 Duvall, WA 98019  
425-844-4513

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### School Employees Retirement Systems

If you have questions regarding your retirement information under PERS/SERS/TRS, please contact

Department of Retirement Systems  
800-547-6657  
[www.drs.wa.gov](http://www.drs.wa.gov)

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### Healthy Kids Now through Apple Health

Infants through teenagers may be eligible to receive free or low cost health insurance in Washington State. Many families qualify and don't know it. These programs are flexible and cover kids in many types of households. This program covers a full range of services that all children need to stay healthy. For more information, please contact or visit:

Apple Health Hotline  
1-877-KIDS-NOW  
[www.insurekidsnow.gov](http://www.insurekidsnow.gov)



## Washington State Deferred Compensation Program (DCP)

The Deferred Compensation Program (DCP) helps you save for retirement on a pre-tax basis, offering the options you need to develop a personal investment strategy. With DCP, you authorize your employer to postpone or defer a part of your income, before taxes are calculated, and have that money invested in your DCP account. Both the income you save and the earnings on your investments grow tax-deferred to add to your future retirement and Social Security benefits.

With DCP, you decide how much money you want deducted from each paycheck. That can be as little as \$360 per year or as much as the annual legal maximum of \$18,000 if you are under age 50 and \$24,000 if you are over age 50 for 2017.

### How does Deferred Compensation Work?

With DCP, you may elect to defer a portion of your salary until retirement or separation from service. Automatic payroll deduction makes savings easy as the amount you choose to defer is taken from your gross income before taxes. For example, if you are in the 15% tax bracket, for every \$100 you earn, you keep only \$85 because \$15 is withheld for federal income taxes. If you elect to defer \$100 into a DCP, your take home pay is only reduced by \$85 because the \$100 is deferred before taxes are calculated. When deciding how much to save, consider adding that extra income to your deferral amount. It can have a significant impact at the time you retire.

Should you have any questions or would like more information on the Washington State Deferred Compensation Program, contact the DCP at:

Phone: 1-888-327-5596 (Mon-Fri 8:00-5:00pm)

Email: [dcpinfo@drs.wa.gov](mailto:dcpinfo@drs.wa.gov)

Mail: PO BOX 40931 Olympia, WA 98504-0931

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## Workers' Compensation, Occupational Safety & Accident Prevention Program

The Riverview School District is a self-insured district. All claims are handled by the Puget Sound Workers' Compensation Trust. DO NOT FILL OUT OR FILE AN L&I REPORT FROM THE STATE.

### Worker's Compensation Claim Procedure

- Go to the district website ([www.riverview.wednet.edu](http://www.riverview.wednet.edu)).
- On the website under Staff Resources / Employee Forms / Employee Accidents, click on the link to Web Access Claim Form.
- Click on the Red Online Claim Form in the box in the upper right hand side of the page and follow the directions.
  
- It is IMPORTANT to file all claims promptly - day of injury if possible.
- If you encounter any issues while filing, please contact Puget Sound Workers' Compensation Trust at 425-917-7667 or at 253-778-7667.
- If you do not have access to a computer, ask your supervisor of building/program secretary for assistance.

## Insurance Committee

Your insurance committee is made up of elected representatives from our district. The Committee reviews all the plans available to us from our Insurance Broker and advises District leadership on the benefits offered to employees.

If you are interested in participating on this committee, please contact Human Resources.

Your committee members are:

Ruby Perez - Dir. of Business & Operations	Kenny Strong - The Partners Group
Cindy Sage - Payroll & Benefits Coordinator	Jennifer Spencer - The Partners Group
Meisha Robertson (PSE)	Gus Kiss - The Partners Group
Kory Loesch (PSE)	Jason Pearson (PSE)
Becky Panesko (REA)	Michael Seymour (REA)

## Insurance Contact Information

Carrier Name	Coverage	Group/ Policy #	Phone Number	Website
Aetna	Medical		855.878.4101	<a href="http://www.weaselect.aetna.com">www.weaselect.aetna.com</a>
United HealthCare	Medical		844.219.3630	<a href="http://www.weaselect.com/united">www.weaselect.com/united</a>
Kaiser Permanente	Medical	0069300	888-901-4636	<a href="http://www.kp.org/wa">www.kp.org/wa</a>
Delta Dental of WA	Dental	186	800-554-1907	<a href="http://www.deltadentalwa.com">www.deltadentalwa.com</a>
Northwest Administrators	Vision	RV	800-732-1123	<a href="http://www.nwadmin.com">www.nwadmin.com</a>
Unum/AON Consulting	WEA Voluntary Life/ Disability	W-138 Plan 11	206-467-4646	N/A
Cigna	Long Term Disability	LK-961161	800-362-4462	<a href="http://www.cigna.com">www.cigna.com</a>
Cigna	Life/AD&D Insurance	FLK-963814 (Life) OK-965449 (AD&D)	800-362-44652	<a href="http://www.cigna.com">www.cigna.com</a>
Cigna	Employee Assistance Program	N/A	800-538-3543	<a href="http://www.cignabehavioral.com">www.cignabehavioral.com</a>
American Fidelity	WEA Short/Long Term Disability & Flexible Spending Account	N/A	866-576-0201	<a href="http://www.afadvantage.com">www.afadvantage.com</a>
Massachusetts Mutual	Voluntary Long Term Disability	N/A	425-285-237	<a href="mailto:sheri@meachamfi.com">sheri@meachamfi.com</a>
MetLife	Auto & Home Insurance	N/A	800-438-6338	<a href="http://www.metlife.com">www.metlife.com</a>

## Benefit Support Information

Payroll & Benefits	Cindy Sage	425-844-4513 <a href="mailto:sagec@riverview.wednet.edu">sagec@riverview.wednet.edu</a>
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If you need assistance or have questions on any of your benefits, you can always contact Human Resources or our Insurance Broker.

**ThePartnersGroup**  
**Phone: 1-877-455-5640**  
**Bill Stremel**  
**[wstremel@tpgrp.com](mailto:wstremel@tpgrp.com)**

## Glossary of Terms

**Advanced Diagnostic Imaging** – Diagnostic services such as CAT scans, MRIs, and PET scans.

**Allowed charges** – Services rendered or supplies furnished by a health provider that qualify as covered expenses and for which insurance coverage will pay in whole or in part, subject to any deductible, coinsurance or table of allowances included within the plan design.

**Benefit Period** – The period designated for application of deductibles or specific types of benefits, after which, the deductible must be satisfied again before the benefits are again available.

**Coinsurance** – A provision under which the enrollee and the carrier each share a percentage of the cost of a covered service. A typical coinsurance arrangement is 80% / 20%. This means the carrier will pay 80% of the eligible charges and the enrollee will pay 20%.

**Copayment** - Generally used to refer to a fixed dollar amount the enrollee pays to the provider at time of service.

**Deductible** – The amount of out-of-pocket expenses that must be paid for services by the covered person before the carrier will begin to pay benefits. Please note that your medical deductible is run on a calendar year basis.

**Explanation of Benefits (EOB)** – A description sent to you by your carrier that describes what benefits were paid for a particular claim.

**Family Deductible** – A deductible that is satisfied by the combined expenses of all family members. For example, a program with a \$200 deductible may limit its application of the deductible to a maximum of three deductibles (\$600) for the family regardless of the number of family members enrolled. Under a High Deductible Health plan, the full family deductible must be satisfied before benefits are payable under anyone enrolled if there is more than one person enrolled.

**Maximum Benefit** – The largest dollar amount or number of visits a plan will pay towards the cost of a specific benefit or overall care.

**Open Enrollment** – A period in which you have an opportunity to make changes in your benefit selections or a period when uninsured individuals can obtain coverage without presenting evidence of insurability (health statements).

**Out-of-Pocket Expenses** - Those health care expenses for which the enrollee is responsible. These include deductible, coinsurance, copayments and any costs above the amount the insurer considers usual and customary or reasonable (unless the provider has agreed not to charge the enrollee for those amounts).

**Out-of-Pocket Maximum** – The amount that the enrollee must pay for deductibles, coinsurance and copayments in a defined period (usually a calendar year) before the insurer covers all remaining eligible expenses at 100%.

**Specialty Medication** – Medications that treat serious health condition such as cancer and rheumatoid arthritis. They are complex and expensive, and may require intensive monitoring.

## Estimating Your Benefit Allocation

This year the state will provide **\$820.00** per full time employee to be used to pay for health benefits offered by the district. This rate is effective November 1, 2017. Benefits that must be purchased from those monies are dental, vision, long term disability (for Certificated, Administrative and Classified Exempt employees only.) The remaining funds after those benefits are purchased may be used to purchase medical insurance if you wish to purchase it.

- If you are less than a full time employee, your benefits allocation is pro-rated based on hours worked (see worksheet below to estimate your benefits allocation).

If you decide to change or drop your medical insurance from the previous year, you must contact Cindy Sage, Payroll & Benefits Coordinator and request the appropriate paperwork. Open enrollment periods are listed earlier in this guide.

### To Estimate Your Benefit Allocation:

If you are a **CLASSIFIED** employee, begin by inserting the hours you work each day (average if different day to day) and follow the below calculations.

1. Hours worked per day	
2. Multiply by <b>190</b> (180 work days + 1 PSE day + 9 holidays)	
3. Divide the result by 1440	
4. Your Estimated Benefit Factor (result cannot be greater than 1.0)	

**CLASSIFIED** employees, enter your Estimated Benefit Factor (from above) or if you're a **CERTIFICATED** employee, enter in your FTE below.

1. Enter your Estimated Benefit Factor / FTE	
2. Multiply by \$820.00 (State allocation for 1.0 FTE)	
3. <b>Your estimated amount of your benefit allocation</b>	

### How much do I have to apply to medical insurance?

Certificated Employees	Classified Employees	
\$	\$	Estimated Benefit Allocation (from above)
-\$107.40	-\$111.30	Mandatory Dental Insurance
-\$24.50	-\$24.50	Mandatory Vision Insurance
-\$11.26	N/A	Mandatory Long Term Disability*
\$	\$	<b>Estimated Amount Available for Medical Insurance</b>

\*Mandatory for all Admin, Certificated and Classified Exempt employees.

## Notes

## Notes

## Monthly Insurance Rates for 2017-2018

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA Plan 2</b>				
Employee Only	972.29	883.57	1023.14	923.67
Employee & Spouse	1783.32	1619.68	1877.25	1693.79
Employee & Child(ren)	1303.25	1183.95	1371.77	1238.02
Family	2137.89	1941.49	2250.17	2030.04

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA Plan 3</b>				
Employee Only	883.50	802.98	929.71	839.35
Employee & Spouse	1620.77	1472.14	1706.19	1539.39
Employee & Child(ren)	1183.91	1075.63	1245.83	1124.35
Family	1941.52	1763.27	2043.66	1843.65

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA EasyChoice A</b>				
Employee Only	658.33	598.60	692.61	625.61
Employee & Spouse	1199.78	1090.04	1262.77	1139.67
Employee & Child(ren)	879.09	798.97	925.08	835.20
Family	1432.16	1300.95	1507.46	1360.28

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA EasyChoice B</b>				
Employee Only	684.23	622.11	719.89	650.20
Employee & Spouse	1250.40	1135.99	1315.79	1187.46
Employee & Child(ren)	913.85	830.52	961.41	867.95
Family	1492.46	1355.68	1571.09	1417.64

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA Plan 5</b>				
Employee Only	1135.00	1031.24	1194.42	1078.14
Employee & Spouse	2185.31	1984.54	2300.00	2075.03
Employee & Child(ren)	1544.89	1403.27	1625.68	1467.01
Family	2633.37	2391.21	2771.99	2500.62

<b>MEDICAL</b>	<b>Aetna</b>		<b>United HealthCare</b>	
	<b>PPO</b>	<b>High Performance</b>	<b>PPO</b>	<b>High Performance</b>
<b>WEA Basic Plan</b>				
Employee Only	551.20	501.37	579.82	523.90
Employee & Spouse	1013.88	921.31	1067.11	963.22
Employee & Child(ren)	734.88	668.08	772.96	698.03
Family	1206.52	1096.16	1269.64	1145.80

MEDICAL WEA QHDHP	Aetna		United HealthCare	
	PPO	High Performance	PPO	High Performance
Employee Only	505.70	531.95	460.07	480.71
Employee & Spouse	926.58	975.19	842.08	880.30
Employee & Child(ren)	674.14	709.00	612.96	640.33
Family	1100.05	1158.05	999.52	1045.15

MEDICAL	Kaiser Permanente
Employee Only	\$899.96
Employee & Spouse	\$1,646.57
Employee & Child(ren)	\$1,201.29
Family	\$1,973.95

DENTAL	Delta Dental w/ Ortho Plan C (Certificated)	Delta Dental w/ Ortho Plan B (Classified)
Composite/Family Rate	\$107.40	\$111.30

VISION	NBN Vision
Composite/Family Rate	\$24.50

The rates for these plans are composite rates. Your premium is the same regardless of the number of people enrolled.

LONG TERM DISABILITY	Cigna (Admin, Certificated, Classified Exempt)
Employee Only	\$11.26

LIFE/AD&D	Cigna (Admin, Certificated, Classified Exempt)	Cigna (Classified)
Employee Only	\$2.53	\$4.31

2017-2018 State Allocation = **\$820.00** for full time employees (varies depending on pooling outcome). From the above state allocation, Dental, Vision and Disability are deducted. The amount remaining, depending on pooling outcome, may be applied towards your medical premiums. Retiree medical (**\$64.07**) is paid for by the District.

It is recommended that all employees read this page. Because of rate increases, you may now have payroll deduction costs or your current costs may increase with your present medical plan.

**Please Note:** For Exclusions, Limitations and Clarifications, see the individual plan booklets. This comparison is not a contract.