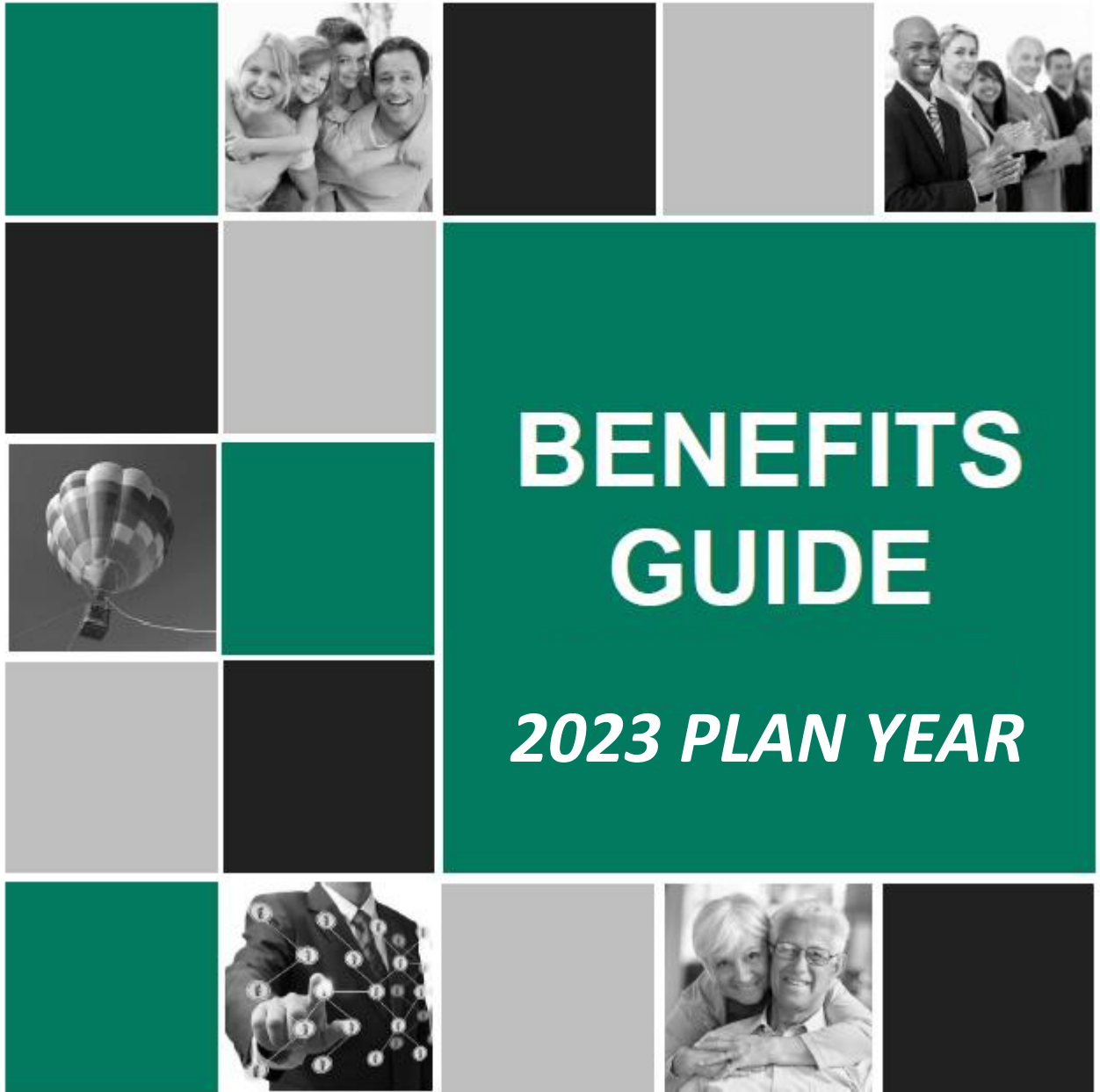




Nichols College

Learn. Lead. Succeed.



Welcome to Nichols College's Open Enrollment Period!

Nichols College recognizes that our employees are the most valuable asset a company can have. In consideration of this, we strive to provide a benefits package that is competitive, mindful of our unique corporate culture, and sensitive to our business needs.

As part of the Nichols College team, you and your qualified dependents, have access to a comprehensive suite of benefits. Today's healthcare challenges are causing Nichols College, and companies nationwide, to look at how we choose our healthcare coverage, how we are using healthcare services, and how we manage our personal health decisions. We believe that through education, innovative solutions, and personal commitment, we, as a company, can play a role in controlling health care costs for you and Nichols College. We will do our best to provide you with the necessary information and tools to help you make the right healthcare choices for you and your family.

This guide contains important information about Nichols College's benefits for the 2023 plan year. It is important to note that the 2023 plan year will be from July 1, 2023 – June 30, 2024. Please review this guide carefully as you consider changes for you and your family for 2023.

Our open enrollment period will run from May 1 through May 31, 2023.

We encourage employees to use the annual enrollment period as an opportunity to re-evaluate all of your current benefit elections to ensure you are enrolled in appropriate coverage for you and your family.

NOTE: Nichols College's benefit programs are summarized briefly in this guide. Complete details and limitations are contained in the Summary Plan Description of each plan and appropriate sections of the Employee Handbook. This guide contains highlights only and is subject to change. The specific terms of coverage, exclusions, and limitations, are contained in the Plan Document or Insurance Certificate. If you have any questions about a specific service or treatment, please contact the plan's Customer Service Department. Please note: The availability and amount of all benefits are governed by the legal documents involved. This guide is not a legal document and in no way constitutes a contract of employment.

Benefits Overview

Eligibility

You are eligible to enroll in Nichols College's benefits program if you are an employee of Nichols College working a minimum of 30 hours per week.

You may enroll dependents in the medical, dental, vision, and optional dependent life insurance plans. Eligible dependents include:

- Spouse
- Dependent children who have not attained age 26
- Domestic partners
- Dependent children of any age if they became physically or mentally incapable of self-support before age 19 and remain incapacitated and enrolled in the plan

Enrolling for Coverage

Eligible employees can enroll in Paycom using the "Benefits" tile on the second row. Select "2022 Benefit Enrollment." For your convenience, you can also access this using the navigation bar at the top of the page. Within your notification center, you will also receive reminders with a countdown to the end of the enrollment period.

This is an active enrollment; ALL benefit eligible employees must participate regardless of whether or not you plan to make plan changes for the 2023-2024 plan year.

Making Changes during the Year






Under IRS rules, your health and insurance benefit elections will remain in effect until the next plan year unless you have a qualifying change in status.

Qualifying changes in status include:

- Marriage, divorce, legal separation or annulment
- Birth or adoption of a child (or placement of a child for adoption)
- Death of a dependent
- Ineligibility of a dependent (for example, your child turns 26)
- A change in you or your partner's employment, if it results in a loss or gain in eligibility for coverage

If you have a qualifying change in status during the year, you must notify HR within 31 days of the status change to request a change to your benefit elections. Otherwise, you will have to wait until the next calendar year. Also, any change in your health benefits or your Flexible Spending Account contributions must be consistent with the change in status. For example, if you get married, you may add your spouse to your current medical plan, but you may not change plans.

Carrier Contact Information

Coverage	Carrier Name	Member Services Contact Info
Medical		www.bluecrossma.com 800.424.0794
Dental		www.bluecrossma.com 800.424.0794
Vision		www.blue2020ma.com 855.875.6948
Health Care & Dependent Care Flexible Spending Accounts (FSA)		www.londonhealthusa.com 800.343.2236
Life & Disability Voluntary Options		
Wellness		www.ahealthimerewards.com

Medical Coverage – Blue Cross Blue Shield of MASS

Nichols College is pleased to offer two medical plans through BCBSMA.
The plan benefits for each plan are illustrated below:

	HMO Blue NE \$500	HMO Blue NE \$2,000
<u>In-Network</u>		
*Plan Year Deductible (From 7/1/23 to 6/30/24)	Employee - \$500 Family - \$1,000	Employee - \$2,000 Family - \$4,000
*Plan Year Out-of-Pocket Max. (From 7/1/23 to 6/30/24)	Employee - \$5,450 Family - \$10,900	Employee - \$5,450 Family - \$10,900
Coinsurance	0% (20% on Durable Medical Equipment)	0%
Office Visits	\$20 copay	\$25 copay
Specialist Visits	\$35 copay	\$40 copay
Preventative Health Care Services **	Covered in full	Covered in full
High Tech Imaging (ex. MRI)	\$0 after deductible	\$0 after deductible
Diagnostic Lab/X-Rays	\$0	\$0 After Deductible
Short Term Therapies –PT,OT,ST	\$35 copay	\$35 after deductible
Inpatient / Outpatient Hospitalization	\$0 after deductible	\$0 after deductible
Prescription Drug Coverage(<i>Retail 30 day supply</i>)	Generic - \$15 Preferred Brand - \$30 Non-Preferred - \$50	Generic - \$20 Preferred Brand - \$40 Non-Preferred - \$60 Specialty - \$120
Prescription Drug Coverage (<i>Mail Order 90 day supply</i>)	Generic - \$30 Preferred Brand - \$60 Non-Preferred - \$150	Generic - \$40 Preferred Brand - \$80 Non- Preferred - \$120 Specialty - \$360
<u>Out of Network</u>	EMERGENCY ONLY	EMERGENCY ONLY

*Plan Year runs from July 1, 2023 through June 30, 2024.

Dental Coverage – Blue Cross Blue Shield of Mass

Nichols College offers two dental coverage options through BCBSMA the plan benefits are illustrated below:

	BASE PLAN	HIGH PLAN
Preventative Services: Diagnostic X-rays Preventive Cleaning	100%	100%
Basic Services: Restorative Fillings Oral Surgery Tooth Extractions Periodontics Endodontics Prosthetic Maintenance	100%	100%
Major Services: Prosthodontics Dentures Crowns	60%	60%
*Calendar Year Deductible (Waived for Preventative Services)	\$25 Individual \$75 Family	\$25 Individual \$75 Family
*Calendar Year Maximum per Individual	\$1,250	\$2,000
Orthodontia Benefit (Dependent children under age 19)	50%	50%
Orthodontia Lifetime Maximum	\$500	\$1,500

In-Network: Plan utilizes participating dentists

Out-of-Network: Allows freedom of choice. Benefits for covered services by a non-participating dentist are provided based on the 90th percentile of the Dental Prevailing Healthcare Charges in the zip code region.

***CALENDAR YEAR** means January 1st thru December 31st regardless renewal date of the plan which is 7/1.

Vision Coverage – Blue Cross Blue Shield of Mass

We will be switching from VSP to **BCBSMA - EyeMed Vision Plan**

A summary of benefits is illustrated below.

Note: This plan is voluntary, meaning that the employee pays for the full cost of coverage

Benefit	Description	Copay	Frequency
Eye Exam	<ul style="list-style-type: none"> Focuses on your eyes and overall wellness 	\$10	Every 12 months
Prescription Glasses		\$25	See frame and lenses
Frame	<ul style="list-style-type: none"> \$180 allowance for a wide selection of frames 20% savings on the amount over your allowance 	Included in prescription glasses	Every 24 months
Lenses	<ul style="list-style-type: none"> Single vision, lined bifocal, and lined trifocal lenses 	Included in prescription glasses	Every 12 months
Contacts (instead of glasses)	<ul style="list-style-type: none"> \$180 allowance for contacts; copay does not apply Contact lens exam (fitting and evaluation) 	Up to \$40	Every 12 months
Your Coverage with Out-of-Network Providers	Get the most out of your benefits and greater savings with a BCBSMA- EyeMed network doctor. Call MemberServices for out-of-network plan details.		

Coverage with a participating retail chain may be different. Once your benefit is effective, visit www.blue2020ma.com for details. Coverage information is subject to change.

** This plan runs on a rolling month period. For example if you get new frames and lenses in November 2022, you must wait until November 2023 for the following lenses, contact or and another eye exam (12 months). For Frames you would have to wait until November of 2024 (24 months).

Health Care & Dependent Care FSA

A flexible spending account allows employees to set aside pre-tax income to pay for health, dental, vision, and dependent care expenses, that are expected to occur during the year. The maximum amount you can fund your FSA account is \$3,050 for health, dental, and vision and \$5,000 for dependent care.

Enrollment in the FSA is not dependent on whether you are enrolled in Nichols College's medical or dental plan.

Contributions to your FSA come out of your paycheck before taxes are taken out. This means that you don't pay federal income tax, Social Security taxes, or state and local income taxes on the portion of your paycheck you contribute to your FSA. You should contribute the amount of money you expect to pay out of pocket for eligible expenses for the plan period.

Nichols College includes a rollover provision and allows employees to carryover up to \$500 from the current plan year to the next plan year for unreimbursed expenses.

Examples of IRS-approved medical care expenses include:

- Co-pays, Deductibles, and Coinsurance
- Vision services, including contact lenses, contact lens solution, eye examinations, and eyeglasses
- Hearing services, including hearing aids and batteries
- Dental services and orthodontia
- Chiropractic services
- Prescription contraceptives

With the Dependent Care FSA, Nichols College employees use pre-tax dollars towards qualified dependent care, such as caring for children under the age 13, or caring for elders. The annual maximum amount you may contribute to the Dependent Care FSA is \$5,000 per calendar year. Examples include:

- The cost of child or adult dependent care
- The cost for an individual to provide care either in or out of your house
- Nursery schools and preschools (excluding kindergarten)

Life & AD&D Insurances – Equitable

Nichols College provides each eligible employee a Life and Accidental Death & Dismemberment (AD&D) Insurance benefit equal to 2X times your annual salary, to a maximum of \$400K, at no cost to you. Accidental Death and Dismemberment (AD&D) may pay a benefit equal to your Life Insurance if your death is the result of an accident. If you suffer an injury, such as the loss of a limb or an eye, you may receive a partial AD&D benefit.

We will be switching these insurances to Equitable, an affiliate of BCBSMA.

Voluntary Life:

Nichols College also offers Voluntary Supplemental Life.

The benefit amount is up to \$500,000 in \$10,000 increments, to a maximum of 5 times your earnings. Spouse Voluntary Life is available up to \$250K in increments of \$5K. Child Life is available up to \$10K in increments of \$2K.

Employees will have the opportunity to purchase additional life insurance with **NO MEDICAL QUESTIONS up to \$150K at initial enrollment ONLY.**

Guaranteed amount up to \$30K is also available for spouses.

This is a one time offer by Equitable for this open enrollment period. If you miss the initial enrollment, any amount of life insurance will be subject to medical underwriting

AGE BAND	RATE PER \$1K	EMPLOYEE LIFE INSURANCE COST PER PAY PERIOD (26) PER AGE GROUP									
		\$10K	\$20K	\$30K	\$40K	\$50K	\$60K	\$70K	\$80K	\$90K	\$100K
Up to Age 29	\$0.039	\$0.18	\$0.36	\$0.54	\$0.72	\$0.90	\$1.08	\$1.26	\$1.44	\$1.62	\$1.80
30-34	\$0.042	\$0.19	\$0.39	\$0.58	\$0.78	\$0.97	\$1.16	\$1.36	\$1.55	\$1.74	\$1.94
35-39	\$0.074	\$0.34	\$0.68	\$1.02	\$1.37	\$1.71	\$2.05	\$2.39	\$2.73	\$3.07	\$3.42
40-44	\$0.129	\$0.60	\$1.19	\$1.79	\$2.38	\$2.98	\$3.57	\$4.17	\$4.76	\$5.36	\$5.95
45-49	\$0.190	\$0.88	\$1.75	\$2.63	\$3.51	\$4.38	\$5.26	\$6.14	\$7.02	\$7.89	\$8.77
50-54	\$0.359	\$1.66	\$3.31	\$4.97	\$6.63	\$8.28	\$9.94	\$11.60	\$13.26	\$14.91	\$16.57
55-59	\$0.564	\$2.60	\$5.21	\$7.81	\$10.41	\$13.02	\$15.62	\$18.22	\$20.82	\$23.43	\$26.03
60-64	\$0.579	\$2.67	\$5.34	\$8.02	\$10.69	\$13.36	\$16.03	\$18.71	\$21.38	\$24.05	\$26.72
65-69	\$1.080	\$4.98	\$9.97	\$14.95	\$19.94	\$24.92	\$29.91	\$34.89	\$39.88	\$44.86	\$49.85

Please refer to Term Life Insurance brochure for full set of cost for Employee and Dependents

Disability Insurances

Short Term Disability:

Nichols College provides employees with Short Term Disability (STD) insurance, through Equitable. In the event you become disabled from a non-work-related injury or sickness, disability income benefits are provided as a source of income. Nichols College pays for the cost of this insurance.

Short Term Disability Overview	
Benefits Begin	1 st day accident 8 th day sickness
Percentage of Income Replaced	70%
Maximum Benefit	\$2,000 per week
Maximum Benefit Period	26 weeks

Long Term Disability:

Long Term Disability (LTD) insurance helps protect your family's financial security. It is intended to replace a percentage of your lost income if you are unable to work due to injury or illness. The LTD policy will be insured through Equitable

Long Term Disability Overview	
Elimination Period	180 days
Percentage of Income Replaced	66 2/3%
Maximum Benefit	\$10,000 per month
Maximum Benefit Period	SSNRA

Mass PFML:

This is a mandated benefit by Commonwealth of Mass and provided by Equitable. It provides a portion of your lost income for medical and family leave. Nichols College pays a portion of the cost of this insurance.

Mass PFML Overview	
Elimination Period	7 days
Percentage of Income Replaced	80% of EE weekly wage up to 50% of state average weekly wage
Maximum Benefit	\$1,084.31 per week
Maximum Benefit Period	26 weeks combined medical and family leave

Voluntary Insurances

Critical Illness Insurance:

Critical illness insurance provides additional coverage for medical emergencies like heart attacks, strokes, cancer, Alzheimer's disease, Parkinson's disease, ALS, coma, paralysis and more. Because these emergencies or illnesses often incur greater-than-average medical costs, these policy pays out cash to help cover those overruns when traditional health insurance may fall short.

This policy also includes \$50 Wellness Benefit

The rates for this policy is based on the benefit level elected and age. Please refer to the brochure for more info.

Accident Insurance:

Accident insurance pays a lump-sum benefit if you're injured in an accident and the payout depends on your injury and services you received. Life and dismemberment loss pay-outs range from \$7,500 to \$100,000, dislocations from \$400 to \$6,000 , fractures from \$175 to \$4,000. Pay-outs for medical services received due to an accidental injury range from \$50 to \$20K.

This policy also includes \$50 Wellness Benefit

Rates per Pay Period (26)	
Employee	\$7.02
Employee + Spouse	\$12.48
Employee + Children	\$13.70
Family	\$19.16

These policies are 100% Employee paid benefits and the deduction are taken pre-tax basis.



Blue Cross Blue Shield of Massachusetts is partnering with Virgin Pulse to make it easier for you to make healthy decisions, like being active, managing stress, and getting enough sleep.

Benefits You Receive:



Getting Started is Easy:

- Create your account at www.ahealthymerewards.com and be sure to bookmark the site
- Once you've accessed your account, set your goals and interests
- Register or connect your activity tracking device or app. Wearing a device is the fastest way to earn points and get rewards

Program Features:

- Get a snapshot of your well-being when you complete your Health Pulse Check
- Take part in challenges, discover healthy tips, and more
- Get rewarded for the healthy things you do. The more you do, the more points you earn, and the more you get rewarded
- Each quarter, your points will start fresh, giving you another chance to earn big for living healthy
- Visit the How to Earn section or Program Rewards Overview to see all the ways you can earn points

Step 1 – Start with your health assessment

Step 2 – Take a wellness workshop

Step 3 – Stay motivated and stick to your goals

Who Should I Contact with Questions?

Once enrolled, and you have received your benefits cards, you may call the phone numbers on your ID cards for specific information and assistance. You may also contact your Human Resources team listed below:

Nichols College Human Resources Contacts

❖ *Primary Contact*

April Girardin

Email: April.Girardin@nichols.edu

Phone: 508.213.2284

❖ *Secondary Contact*

Darcy Vangel

Email: Darcy.Vangel@nichols.edu

Phone: 508.213.2111



REMINDER: Deadline to Submit Benefits Enrollment Forms:

No later than 30 days following initial eligibility