

RIT

Introduction to Your RIT Benefits Human Resources

2025 Benefits information

Agenda

- **Introductions**
 - RIT Service Center
 - Benefits Team
- **Benefits Requiring Action within 31 Days**
 - Medical, Pharmacy, Dental & Vision
 - Pre-tax Savings Plans (Beneflex)
 - Life and AD&D Insurance
 - Supplemental LTD
 - Legal Services
- **Dependent Eligibility**
- **Oracle Self-Service**
- **Dependent Verification**
- **Other Valuable Benefits**
 - Retirement Savings Plan
 - Vacation Time
 - Better Me Employee Wellness Program
 - Employee Assistance Program (EAP)
 - Education Benefits

RIT Service Center (RSC)

- **First point of contact - Provides customer service for most RIT benefits**
- **Visit help.rit.edu to search for answers; or you can:**
 - online chat
 - Report Issue / Ask Question
 - Call: 585-475-5000

Benefits Team

- Works alongside the RSC
- Will communicate with you through the ticket process

Visit the HR website for: (<https://www.rit.edu/fa/humanresources/>)

- HR Resources
- Benefit plan documents and information

Eligibility

Eligibility and cost sharing varies between full-time and part-time

Full-Time	Part-Time
Staff: scheduled to work 1,500+ annual hours	Staff: scheduled to work less than 1,500 annual hours
Faculty: 100% load for full academic year	Faculty: Less than 100% load for full academic year OR scheduled for less than full academic year
Benefits available year-round if scheduled to work 9 months or more. If less than 9 months, benefits available while working.	

Most benefits require you to enroll within 31 days of your date of hire

Medical, Dental, and Vision Coverage

- **Begins 1st of the month on or after date of hire**
 - If you are hired on the first of the month, coverage starts on date of hire
 - **Not** automatic – you must complete the on-line enrollment
- **Cover you and eligible family members**
- **You can have different levels of coverage for each benefit**
 - For example, family medical and two person vision
- **Pre-tax premiums**

Medical and Prescription Drug Carriers and Plans

- **Medical - Excellus BlueCross BlueShield**
 - Three Point of Services (POS) plans – in POS service area
 - Blue PPO for those who live outside the POS service area

- **Pharmacy - OptumRx**
 - Pharmacy benefits determined by medical plan election
 - Separate ID card

You must choose a Primary Care Physician (PCP)

- **RRH - RIT Family Medicine on-campus practice**
- **Excellus will request PCP after enrollment is processed**

In-Network and Out-of-Network Coverage

- **In-Network**
 - Certain services require pre-authorization (e.g., hospitalization)
- **Out-of-Network**
 - Higher Cost when accessing providers out of network
- **Worldwide coverage for emergencies and urgent care**

In-Network Service	POS A	POS B	POS D
Telemedicine - MDLIVE	\$10 all plans		
On-Campus RRH Practice	\$20 all plans		
PCP (Diagnostic)	\$30/RRH \$35/Others	\$35/RRH \$40/Others	\$40/RRH \$45/Others
Specialist	\$35/RRH \$50/Others	\$40/RRH \$55/Others	\$45/RRH \$60/Others
Urgent Care	\$55	\$60	\$65
Emergency Care	\$115/RRH \$140/Others	\$140/RRH \$190/Others	\$165/RRH \$215/Others
X-Ray	\$50	\$55	\$60

POS B & POS D

Plans have a deductible and coinsurance for certain services

Pre-Authorization Required:

- Inpatient hospitalization
- Outpatient services
- Advanced Imaging (MRI, CT, etc.)

In-Network Service	POS A	POS B	POS D
Deductible (individual/family)	N/A	\$500/\$1,000	\$600/\$1,200
Coinsurance (patient pays/plan pays)	N/A	20%/80%	20%/80%
<i>The out-of-pocket maximums apply to <u>all</u> covered services (those with copays, deductible and coinsurance)</i>			
Out-of-pocket maximum (individual/family)	\$5,450/\$10,900	\$6,450/\$12,900	\$6,800/\$13,600

MDLIVE

Telemedicine visits
with licensed
physician (phone or
videoconference)

24/7/365

Low \$10 copay for all
RIT plans

Urgent Care Examples	Ongoing Behavioral Counseling Examples
Fever	Addiction
Nausea & Vomiting	Depression
Pink Eye	Grief and Loss
Rashes	Stress
REGISTER before you need the services. Refer to Medical Benefits Comparison Book on HR website for details.	

Prescription Drug Coverage

- **OptumRx Covered drug list is managed for safety and cost**
 - Management Programs include:
 - Quantity limits (e.g., migraine medication)
 - Step therapy (e.g., Drug B not covered until you try Drug A and it fails)
 - Prior authorizations

- **Wegmans is RIT's Preferred Pharmacy**
 - Lower copay at Wegmans than other retail pharmacies
 - You can purchase 90-day supply of maintenance medication (e.g., lower blood pressure)
 - If you purchase maintenance medication at another retail pharmacy, your copay will be higher on the 4th fill
 - Free home shipping

Prescription Drug Costs

Prescription Drug Coverage	POS A		POS B Only		POS D	
	Wegmans	Other Retail ⁽²⁾	Wegmans	Other Retail ⁽²⁾	Wegmans	Other Retail ⁽²⁾
Annual Deductible (individual/family)	Not Applicable		Not Applicable		\$1,250 per person, then copays	
Annual Patient Maximum Out-of-Pocket (individual/family)	\$2,550/\$5,100		\$2,550/\$5,100		\$2,650/\$5,300	
<i>Up to 30-Day Supply at Retail</i>						
Tier 1: Generic	\$15.00	\$17.00	\$15.00	\$17.00	\$25.00	\$30.00
Tier 2: Brand Name-Formulary (preferred)	\$35.00	\$40.00	\$35.00	\$40.00	\$70.00	\$80.00
Tier 3: Brand Name-Non-Formulary (non-preferred)	\$50.00	\$60.00	\$50.00	\$60.00	\$130.00	\$150.00
<i>Up to 90-Day Supply at Wegmans or OptumRx Mail Order</i>						
Tier 1: Generic	\$37.50	Not Available	\$37.50	Not Available	\$62.50	Not Available
Tier 2: Brand Name-Formulary (preferred)	\$87.50	Not Available	\$87.50	Not Available	\$175.00	Not Available
Tier 3: Brand Name-Non-Formulary (non-preferred)	\$125.00	Not Available	\$125.00	Not Available	\$325.00	Not Available

Medical Salary Levels

- **There are four Medical cost-sharing levels for full-time employees**
 - The base pay used for cost sharing is your salary as a new hire
 - Adjusted as of January 1 each year
 - Employee contributions available on our HR website
- **Part-time employees have one cost-sharing levels**

Dental - Excellus BlueCross BlueShield

Service	Standard Plan	Enhanced Plan
Preventive	Plan pays 100%	
Deductible	You pay \$25 per person, maximum of \$75 per family	None
Minor Restorative	Plan pays 80%	
Major Restorative	Plan pays 50%	Plan pays 80%
Restorative-Maximum Plan Pays (calendar year)	\$1,250 per person	\$2,500 per person
Orthodontia-Maximum Plan Pays (lifetime)	\$1,250 per child under 19	\$2,500 per child or adult

Recommendation: have dentist complete a pre-determination of benefits prior to minor or major services to understand your out-of-pocket costs.

- **Out of Network Services are paid at plan allowable schedule**

Vision Coverage

- **Coverage through VSP and primary benefit is eyewear**
 - POS medical plans cover routine and diagnostic eye exams
- **Coverage available every year**
- **Extensive national network of providers**
 - www.vsp.com
 - Call 800-877-7195 or 800-428-4833/TTY
- **Your ID is your RIT University ID (UID)**

Flexible Spending Accounts (Beneflex)

Lifetime Benefit Solutions Administrators

- Tax savings: federal, FICA, and state taxes

Annual Maximums	2025
Health Care Spending Account- per employee	\$3,300
Dependent Day Care- per family	\$5,000

- Participation begins 1st of month on/after hire
- You will receive 2 LBS cards to pay providers
- Track & submit claims on LBS website/mobile app
- Save your receipts and reimbursement documentation
- Use it or lose it rule so estimate carefully

Employee Life Insurance

- **Administered by Prudential**
- **Basic Life and Basic AD&D paid for by RIT**
 - Full-time: 2 times annual base pay, max \$100,000
 - Taxes withheld on the taxable amount, called *GTL Imp Inc* on paystub
- **Supplemental life and AD&D coverage paid for by you**
 - Elect 1-5 times annual base pay, max of \$750,000
 - Prudential approval required for any level over 3 times for life
 - 3 times is only available without approval as a new employee, max of \$375,000
 - no approval required for AD&D
 - After-tax deductions

Dependent Life and AD&D Insurance

- **After-tax deductions**
- **Spouse/domestic partner coverage**
 - Choose \$25,000 (no approval required) or 1-5 times your annual base pay, max of \$750,000 (cannot exceed employee Basic + Supplemental)
 - Cost based on employee's age and spouse/DP smoking status
- **Child Coverage**
 - Child of employee or employee's spouse/DP who is under age 26 and unmarried
 - Choose from \$10,000 or \$20,000 (no approval required)
 - Same cost regardless of number of children covered

NOTE: If your spouse is an RIT employee, you cannot elect spouse coverage; only one of you can cover child.

Long-Term Disability for Full-Time Employees

- **If approved, benefits begin after 6 months of total disability**
 - No coverage for disability that begins within 12 months of effective date if related to pre-existing condition
- **RIT Provides Basic LTD**
 - 60% of base pay, max of \$7,000 per month, offset by other income
- **Employee may elect Supplemental LTD**
 - 70% of base pay, max of \$10,000, offset by other income
 - Premiums are paid after-tax
 - No insurance company approval for coverage if elected as new hire

Legal Services Plan

- **Plan is with MetLaw, a MetLife company**
- **Covers many personal legal services in when you go to a participating attorney**
 - fee schedule if not participating
- **Covers legal work that begins after coverage is effective**
- **Contact MetLaw for authorization number before contacting attorney**

Eligibility & Enrollment

Dependent Eligibility

- **Legal spouse**
- **A child who is under age 26**
 - Your child, your spouse's child, or your domestic partner's child
 - A child for whom you are the legal guardian or legal custodian

Domestic Partner Eligibility

- **Service Request Required**
 - You and partner sign *Affidavit of Domestic Partnership*
 - You complete and sign *Application for Domestic Partner Benefits*
- **Taxable benefit for you**
 - Review FAQ document on HR website for details

RIT Oracle Benefits Enrollment

You will receive an e-mail with instructions requesting you log on to [Oracle Employee Self Service](#)

Self-Service enrollment information:

- Your premium contribution by benefit
- Active links will take you to additional benefit details

RIT Oracle Benefits Enrollment

What you will need to enroll:

- Your benefit effective date: provided in the e-mail you will receive
- Dependent information: DOB, SSN
- Family member verification service request (submit after enrollment)

Tools Available:

- Step by step Instructions are available with screen shots
- A confirmation page can be printed or saved as a PDF
- RSC is available for enrollment support

Family Member Verification Process

- **In order to cover eligible family members, you will need to submit a photocopy of verification documents with your enrollment form to the RSC portal**
 - Birth certificate for child
 - Marriage certificate for spouse
- **Refer to HR website in health care section for details**

Beneficiary Designation

- **Complete designation on Prudential website for employee coverage**
 - Keep up to date - payment will be made to the named beneficiary even if your personal situation has changed (e.g., you didn't change your beneficiary after a divorce)
- **You are beneficiary for spouse/child coverage**

Changing Your Benefit Elections

- **Mid-year changes for IRS-allowed reasons**
 - Marriage, divorce, birth or adoption of a child, spouse/partner/child gains or loses employment
 - Must submit *Benefits Enrollment/Change Form* **within 31 days of event** with proof of event; otherwise, must wait until annual enrollment
- **Annual Benefits Open Enrollment for 2026**
 - Late October through Mid November

Other Valuable Benefits

Retirement Savings Plan – RIT's 403(b) Plan

- **Two recordkeepers: Fidelity and TIAA**
- **Employee contributions: 1st of month after hire**
- **RIT contributions: after one year of service (may be waived with prior RIT service or other eligible higher ed service)**
 - submit form to RIT Human Resources for verification, begins 1st of month after your form is returned from prior institution
- **If you take no action, you will be enrolled with 2% pre-tax contribution and the annual automatic increase program (1% increase per year).**
 - You can opt out or choose a higher percentage.

Contribution Amounts

- **Elect contribution between 2% and 80%**
- Traditional: pre-tax (before federal and state, but subject to FICA) and withdrawals will be taxable
- Roth: after-tax and qualified withdrawals will be tax-free (includes earnings)
- **RIT contribution (when eligible) calculated on base pay**
 - RIT match will automatically start **if** you are contributing to the plan

Employee

2%

3%

4%

RIT

4%

6%

8% contribute at least 4% to get RIT 8% contribution

Additional Contribution Information

- **100% vested (when you leave RIT, you have a right to the account balance)**
- **Maximum contribution based on your age as of December 31 (across all employers);**

Maximum Contributions	2025
If under age 50	\$23,500
If age 50 or over (additional \$7,500 catch up contribution allowed)	\$31,000

- **Plan accepts direct rollovers from prior employer plans**

Investment Advice and Financial Coaching

- **CAPTRUST can assist you with decisions related to the RIT Retirement Savings Plan and other financial priorities**
 - Deciding how much you should contribute
 - Provide advice on your investment fund choices
 - Determining the difference between pretax and Roth contributions and which contribution type is best for you
- **Set up an appointment with a CAPTRUST counselors by:**
 - visiting www.captrustadvice.com
 - Calling 800-967-9948
 - On Campus visits – look for announcements

Join the Plan Today!

- **Elect a percentage you are comfortable with**
 - You can change your contribution and investments at any time
 - Contribute at least 4% to get the RIT 8% match, when eligible
- **Consider enrolling in the automatic increase feature**
- **Enroll on Fidelity website; if you contribute to TIAA, you must complete TIAA applications**
 - Name a beneficiary at Fidelity and/or TIAA
- **If you do not enroll, automatic enrollment (and automatic increase) will start about 2 months after date of hire**

Vacation Time

- **Staff and 12-month faculty**
 - Less than 12-month faculty follow academic calendar
- **Vacation is earned on a fiscal year basis (July 1-June 30)**
 - Accrue 1/12 of annual vacation each month as of the 16th of the month
 - Prorated for employees scheduled to work less than 12 months/year
- **Annual amount increases as service increases**
- **Carry-over feature**

Vacation Time Reporting

■ **Nonexempt employees**

- Tracked in Kronos and Oracle; remaining vacation reported on paystub
- Balance changes with new accrual and vacation taken (could be negative if more time taken than earned as of that month)

■ **Exempt employees**

- Tracked in Oracle Employee Self-Service
- Enter time taken in Oracle, routes to supervisor for approval

■ **Remaining vacation (up to 1/2) carries over – look for e-mail in June**

Reduced Schedule Time Off

- **For exempt staff scheduled for at least 9 months per year and less than 12 months per year**
- **Time is tracked in Oracle Employee Self-Service**
 - Enter time used
- **Discuss use of time with your manager**

Holidays

Prorated for those scheduled for less than 12 months per year.

If you do not work the same days/hours per day, use calculator on HR website to plan holiday time.

Twelve Paid Holidays Each Year	
New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Juneteenth day
4 RIT-designated days (between Christmas and New Year's)	
Two early release closure days; university closes at 2 p.m. on the day before Thanksgiving and day before December break.	

Better Me Employee Wellness Program

RIT is committed to offering employees opportunities to engage in wellness programs, services and resources to optimize their health and well-being

Two free fitness facilities	Personal training and group exercise
Confidential wellness coaching	RRH Mobile Mammogram
Quit for Life smoking cessation support	Lactation Rooms
Free flu shots, blood pressure screenings, skin cancer screenings	Peace Partners massage on campus
E-Newsletter Thursday afternoons	

Employee Assistance Program (EAP)

- **Worldwide network provided by NextGen**
- **Confidential Counseling for you and your family members**
- **Financial Information and Resources**
- **Legal Support and Resources**
- **Work-Life Solutions**
 - Referral service for child care and elder care.
- **Lots of great information on their website**

Employee Education Benefits

■ Talent Development

- Hundreds of in-person and online education and training programs

■ Tuition Assistance

- job-related credit courses taken at other accredited colleges and universities, \$750 reimbursement per semester (maximum of 3 reimbursements or \$2,250/year)

■ RIT Tuition Waiver

- Employee: undergraduate and most graduate
- Some exclusions and special rules

Dependent Education Benefits

■ RIT Tuition Waiver

- Undergraduate
- Percentage of waiver increases with length of service

■ Tuition Exchange

- For children of employees who have met service requirement
- Full-time undergraduate study during regular academic year
- Not guaranteed, up to receiving school

■ Tuition Scholarship

- For children of employees who have met service requirement
- Reimburse up to \$750 for full-time undergraduate study during regular academic year (max \$1,500/child/year)

Other Benefits

- **RIT Home Owner Partnership (HOP) – 10 per year**
 - Partner with City of Rochester and two lenders for funding if you purchase a home in the City of Rochester
 - \$3,000 loan or grant from each for a total of \$9,000 to use toward down payment or closing costs

- **Adoption Assistance Plan**
 - Reimbursed up to \$2,000 for eligible adoption expenses
 - Maximum of \$4,000 per family in 12-month period

Legal Information

- If there is any confusion or conflict regarding plan features, the governing plan document/contract will be the final authority.
- RIT reserves the right to change, modify, discontinue, or terminate benefits at any time for any reason.