

University System of New Hampshire
Faculty and Staff

2023 Benefits Guide

Table of Contents

2023 Benefits Overview	3
Health Care Coverage	4-5
Health and Wellness Programs	6-7
Dental and Vision Coverage	8
Flexible Spending Accounts (FSAs)	9
Financial Benefits	10
Voluntary Benefits & Utime	11-12
Retirement Plan	13
Additional Benefits & Resources	14

Welcome to Your USNH Benefits Program!

Welcome to the University System of New Hampshire (USNH). We support our employees and encourage their success in many ways, including through a competitive program of health and wellness, financial, retirement, and other benefits.

We hope you'll use this guide as a resource to navigate your benefits as you start your career at USNH. Consider your benefits needs and use the tools and resources provided to learn more about your coverage options, so you can make the best benefits decisions for you and your family.



ACCESS BENEFITS INFO ALL YEAR LONG!

Bookmark the [2023 Benefits Information](#) so you can easily access details about your benefits throughout the year.

2023 BENEFITS OVERVIEW

When You Can Enroll

To have coverage, **you must enroll for benefits within 30 days of your hire date.** If you enroll within this time, your benefits will be effective the first day of the month following your date of hire.

Whom You Can Cover

You can elect coverage for yourself and any eligible dependents. Visit [MyBenefits.USNH.edu](https://mybenefits.usnh.edu) for a list of eligible dependents. If you're enrolling dependents for the first time, you have 30 days from your enrollment date to provide dependent eligibility verification documents at [MyBenefits.USNH.edu](https://mybenefits.usnh.edu) or to your campus Human Resources Office.

What Your Benefits Cost

USNH works with you to help pay for the cost of having medical coverage. In this guide, you'll see the bi-weekly payroll deduction amount for the dental and vision plans available to you. (Your payroll deductions for medical coverage are in your [Medical Plan Comparison and Cost Summary](#).) Bi-weekly payroll deductions for other benefits, including life insurance and voluntary benefits, will be available when you complete the enrollment process online.

The amount you'll pay, and the frequency at which you'll pay, for benefits will depend on the benefit options you elect, the eligible family members you cover, and the number of pay periods (20 or 26) your appointment provides. Depending on when you enroll, you may see higher deductions to pay for any retroactive coverage.

MAKING CHANGES DURING THE YEAR

Outside of New Hire Enrollment and Benefits Open Enrollment, the only other time you may enroll in, drop, or make changes to your benefits is within 30 days of a qualified change of status (such as marriage, divorce, or the birth or adoption of a child). If you have a qualified change of status and want to make a change, you must do so **within 30 days of the event** and provide supporting documentation. If applicable, you must also provide dependent eligibility verification documents.

Any changes you make to your coverage must be consistent with the qualified change of status you experienced.

For Example:

In the event of divorce, you must remove your ex-spouse from your coverage. However, you cannot change your coverage to a new medical plan until Benefits Open Enrollment. Based on the date of the final divorce decree, your ex-spouse and any applicable dependent(s) will be offered COBRA coverage and can elect to continue coverage for up to 36 months. USNH must receive notification within 30 days of the divorce.

Other examples of changes are included under Life Events at [MyBenefits.USNH.edu](https://mybenefits.usnh.edu).



Sign Up for Benefits as Soon as Possible!

You must enroll in medical coverage **within 30 days of your hire date** to have coverage through USNH through December 31, 2023. Your next opportunity to elect coverage will be during the Fall 2023 Benefits Open Enrollment period (for coverage effective January 1, 2024), or if you have a qualified change of status.

HEALTH CARE COVERAGE

Medical and Prescription Drug Coverage

You may choose from three Open Access Plus medical plans administered by Cigna. All plans:

- Provide access to Cigna’s nationwide network of doctors and hospitals.
- Don’t require you to select a primary care provider.
- Cover the same services, including preventive care (generally covered at 100% in-network), emergency services, and inpatient and outpatient care.
- Include prescription drug coverage administered by OptumRx.
- Offer a fitness reimbursement program taxable benefit of up to \$300 a year.

For each plan, you share in the cost of care through deductibles, copays, and/or coinsurance. The out-of-pocket costs you must pay depend on the plan you select. No matter which plan you choose, you’re protected from the high cost of large medical bills by an annual out-of-pocket maximum. The out-of-pocket maximum is the most you will pay for covered services in a calendar year before the plan pays 100% of covered expenses.

For more information about the three plans available and their costs, review your [Medical Plan Comparison and Cost Summary](#).

Specialty Drug Copay Assistance Program

Specialty medications—those used to treat complicated, long term conditions—can be very costly. To help you pay for these medications, PillarRx is here to help.

PillarRx works with our prescription benefit manager (OptumRx) to help you save on high-cost prescriptions. Drug manufacturers offer rebates for their high-cost prescriptions; PillarRx researches and applies these rebates to your medications—saving money for you and USNH.

If you or a covered dependent take medications that qualify for this program, PillarRx will contact you.



NEED HELP WITH YOUR MEDICAL PLAN DECISIONS?

Cigna’s Easy Choice Tool can help you decide what medical plan is right for you. Answer a few questions, and the tool will provide plan choices to compare and review. Visit [CignaEasyChoice.com](https://www.cigna.com/easychoice) or call **800-244-6224** to chat with a medical plan expert. To find access codes, [click here!](#)

Stay Connected on myCigna: Keep track of your plan activity and health all year long. Download the myCigna mobile app to view your coverage or find providers in your area.



TERMS TO KNOW

- **Annual deductible:** The amount you generally pay each calendar year for covered services before the plan starts paying benefits.
- **Annual out-of-pocket maximum:** A limit on the total amount you pay each calendar year for covered services (deductibles, copays, and coinsurance). The medical plan you choose may have a separate annual prescription drug out-of-pocket maximum for covered prescription drug copays.
- **Coinsurance:** A percentage of the cost of covered services you pay, generally after you meet the annual deductible and before you meet the annual out-of-pocket maximum.
- **Copay:** The fixed dollar amount you pay for covered services before the plan starts paying benefits.
- **Premium:** The amount you pay for health care coverage upfront, deducted from your paycheck.
- **Out-of-pocket costs:** The amount your medical plan does not cover and you’re therefore required to pay. For example, a copay is an out-of-pocket cost.

HEALTH CARE COVERAGE



Take a Closer Look at the Open Access Plus Health Savings Account (HSA) Plan

If you meet eligibility guidelines and enroll in the Open Access Plus Health Savings Account (HSA) Plan, you can open an HSA to help pay for eligible qualified health care expenses, tax-free! Here's how:

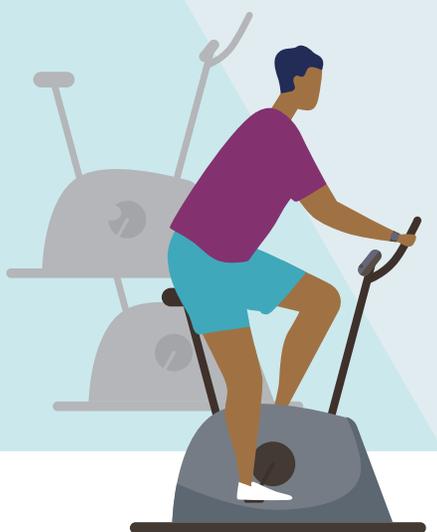
- USNH will contribute to your HSA, and you can contribute your own money, tax-free. In 2023, your combined maximum contribution (yours and USNH's) is \$3,850 for Employee Only coverage and \$7,750 for all other coverage levels.
- If you will be 55 or older by December 31, 2023, you can contribute \$1,000 more to your HSA throughout the year.
- You can use your account to pay for eligible medical expenses, like copays, coinsurance, your annual deductible, and eligible prescription, dental, vision, and hearing expenses.
- You may also choose to save your money for future expenses. The money in your account grows tax-free from investment returns, and you're not taxed on withdrawals for eligible expenses.
- You can take your HSA money with you if you leave USNH or retire.

To be eligible for an HSA, you must be enrolled in the Open Access Plus HSA Plan and not be enrolled in any other health insurance or in Medicare Part A or Part B. In addition, if you have a 2022 Healthcare Flexible Spending Account (FSA), you must have a zero balance in your account on December 31, 2022, to participate in an HSA in 2023.

IS THE OPEN ACCESS PLUS HSA PLAN RIGHT FOR YOU?

Consider these questions:

- **How much health care do you expect to use in 2023?** Remember, the most expensive plan option isn't always the best option for you. If you don't plan to spend a lot on health care services or prescription drugs next year, this plan might be a good choice. You'll pay less out of each paycheck for coverage and only pay for the services you use.
- **Can you afford to pay for health care expenses?** In the Open Access Plus HSA Plan, USNH's HSA contribution and your own tax-free contributions will help you pay your out-of-pocket costs. However, consider whether you'll still have the resources to pay the full cost of medical services and prescriptions until you reach the annual deductible.
- **Do you want to save for future health expenses?** The HSA is the only tax-advantaged account that rolls over year to year.



FITNESS REIMBURSEMENT!

Choose a fitness facility, purchase eligible equipment, or sign up for a ski or pool membership and be reimbursed up to \$300! Just pay for your membership or equipment, submit your paid receipt(s) to Cigna with the completed form found on the [USNH Benefits Page](#), and you will be reimbursed through payroll, up to \$300 (taxable) per calendar year. Everyone you cover under your 2023 USNH medical plan can participate (up to a combined total of \$300).

You must be enrolled in a USNH medical plan to qualify for this program.

HEALTH AND WELLNESS PROGRAMS

Programs, Tools, and Resources

If you are enrolled in a USNH-sponsored medical plan with Cigna, your benefits go beyond covering visits to the doctor, prescriptions, and medical procedures. Don't forget about the many additional tools available to help you and your covered dependents stay well. Programs include:

Hinge Health	If you have trouble with back pain, joint pain, or other musculoskeletal ailments, Hinge Health is here to help you. With a complete clinical team of physical therapists and health coaches, comprehensive technology including an all-in-one app with motion tracking and sensors, and a network of over 750,000 providers to help you develop a personal care plan, Hinge Health can provide you the support you need to get back to everyday life. Hinge Health is available at no cost for employees on a USNH-sponsored Cigna medical plan. For more information about Hinge Health, visit hingehealth.com/usnh .	
Cigna Health Coaching	If you have a chronic condition, such as asthma or diabetes, Cigna may contact you to participate in their health coaching program, a telephonic support program to help you improve your health. The program provides individual coaching sessions to help you develop an action plan and set goals to complete it. Your personal coach will help you make the lifestyle changes you need to stay healthy and on track with your goals. Health coaching is voluntary.	
Cigna Telehealth	Cigna provides telehealth services through MDLIVE, which connects you with U.S. board-certified doctors via secure video chat or over the phone. Receive care for a wide range of non-urgent health issues, such as sore throats, allergies, stomachaches, and more. Schedule an appointment 24/7; you'll save money compared to visiting an urgent care center or emergency room. Visit mdliveforcigna.com to register.	
24/7 Nurse Line	If you have a question or concern about your health, connect with a certified nurse 24/7 for additional information and guidance. Simply visit mycigna.com or call 800-564-9286 to begin.	
Online Health Assessment	Complete Cigna's Health Risk Assessment with 90 days of your hire date, and earn up to a \$150 MyPath2Wellness credit (prorated based on your enrollment date) toward your medical premium in 2023. Visit mycigna.com to begin.	
Oncology Support Program	Cigna's oncology care management program provides personalized, effective care for cancer patients. With this program, cancer patients receive individualized support from a care manager that helps every step of the way—from understanding a diagnosis and preparing for treatment, through assisting with post-operation treatment and next steps.	
Fitness Reimbursement	Receive up to \$300 back when you enroll in a qualified fitness activity, such as signing up for a gym membership or purchasing fitness equipment. Just pay for your fitness membership and submit your paid receipt(s) to Cigna with the completed form found on the USNH Benefits page .	

NEED HELP ESTIMATING YOUR CARE? USE NH HEALTHCOST!

If you're looking to estimate your healthcare costs, check out NH HealthCost, an online tool developed as a collaboration between the UNH Software Development team and the New Hampshire Insurance Department. Use this tool to find and compare the estimated costs for various healthcare services in and around New Hampshire. Visit nhhealthcost.nh.gov.



HEALTH AND WELLNESS PROGRAMS

Additional Cigna Programs, Tools, and Resources

Talkspace	<p>Talkspace is an online therapy service that connects users to a dedicated, licensed therapist via private messaging (text, voice, video) or live video session.</p> <p>Talkspace treats a wide range of behavioral conditions, including depression, anxiety, relationship issues, PTSD, addiction, eating disorders, and more.</p> <p>You select a dedicated therapist from a carefully researched list of in-state matches. Then, you can regularly contact your therapist through text, voice, and video message—anytime, anywhere. Visit talkspace.com/cigna to get started. Download the Talkspace app (iOS or Android) for access on the go.</p>
Stress Management Activities with Happify	<p>Manage your stress and build resilience by participating in science-based activities and games with Happify. Simply visit the “Emotional Health” tab on the mycigna.com portal to begin.</p>
Ginger	<p>Ginger brings together coaches, therapists, and psychiatrists who work together as a team to coordinate the best, personalized care right from your smartphone, whenever and wherever you need it. Get started today by visiting ginger.com/cigna.</p>

Employee Assistance Program (EAP)

If you or a family member are struggling with your wellbeing—be it a physical, emotional, or financial issue—and don’t know where to turn, our EAP is here to help. You do not need to be enrolled in a USNH medical plan to take advantage of the EAP.

Counselors are available to assist you 24/7. You pay nothing for an unlimited number of telephone sessions, or for up to eight in-person sessions per issue, per person, per year with a licensed counselor. Simply visit eaphelplink.com (company code: USNH) or call **800-424-1749**.

In addition to counseling, our EAP also offers helpful articles, seminars, news, and frequently asked questions about a litany of topics that may be helpful to you or your loved ones. They can also assist with finding legal, child, elder, and pet care support.



FACE-TO-FACE COUNSELING SESSIONS THROUGH OUR EAP

RECEIVE
UP TO **8** No-cost
Sessions
Per Issue

USNH makes no-cost counseling sessions available to all employees and dependents through Kepro, our EAP provider. Each employee and household member may receive up to **eight (8) no-cost sessions per issue, per year.**

Make your mental health a top priority by taking advantage of these sessions!

FOR 24/7 ASSISTANCE

eaphelplink.com (Company code: USNH)
800-424-1749

DENTAL AND VISION COVERAGE

Dental Coverage

USNH offers two dental options administered by Northeast Delta Dental. With both options, you receive coverage from in- and out-of-network providers. However, your costs will generally be lower if you stay in-network. To find an in-network dentist near you, visit nedelta.com.

2023 Dental Plan Overview

Feature/Service	Basic Option	High Option
Diagnostic/ Preventive	Covered at 60%; no annual deductible	Covered at 100%; no annual deductible
Basic Restorative	Covered at 50% after annual deductible	Covered at 80% after annual deductible
Major Restorative	Covered at 40% after annual deductible	Covered at 50% after annual deductible
Calendar Year Benefit Maximum per Covered Person	\$1,000	\$1,500
Annual Deductible	\$25 per person, per calendar year	\$25 per person, per calendar year
Orthodontics	Covered at 50% for dependent children age 19 or under; lifetime maximum of \$1,000 per person	Covered at 50% for adults and dependent children; lifetime maximum of \$1,500 per person

What you pay for dental coverage depends on the option you choose and the dependents you cover.

2023 Biweekly Payroll Deductions*

Plan	Employee	Two Persons	Family
Basic Option	\$16.07	\$30.03	\$48.35
High Option	\$28.50	\$53.00	\$88.06

*Assumes 26 pay periods.

Vision Coverage

Under the vision plan, administered by VSP Vision Care, you can see any provider you choose, but your out-of-pocket costs will be lower if you see a VSP provider.



2023 Vision Plan Overview

Feature/Service	What You Pay*
WellVision Exam <i>Every calendar year</i>	<ul style="list-style-type: none"> \$0 copay
Prescription Glasses	<ul style="list-style-type: none"> \$20 copay
Frames <i>Every other calendar year</i>	<ul style="list-style-type: none"> \$200 allowance, 20% off any cost incurred above allowance \$80 allowance at Costco locations
Lenses <i>Every calendar year</i>	<ul style="list-style-type: none"> \$0 copay for single vision, lined bifocal, and lined trifocal lenses; scratch-resistant coating, polycarbonate lenses, tints, and UV coating \$55 copay for standard progressive lenses \$95–\$105 copay for premium progressive lenses \$150–\$175 copay for custom progressive lenses Average 20%–25% off other lens options
Contacts (instead of glasses) <i>Every calendar year</i>	<ul style="list-style-type: none"> \$200 allowance for contacts \$60 copay (max) for contact lens exam (fitting evaluation)

*Coverage with a retail chain affiliate may be different. After you enroll in coverage, visit vsp.com for details. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. What you pay for vision coverage depends on the number of dependents you cover.

What you pay for vision coverage depends on the number of dependents you cover.

2023 Biweekly Payroll Deductions*

Employee	Two Persons	Family
\$3.02	\$6.05	\$9.71

*Assumes 26 pay periods.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

USNH offers two Flexible Spending Accounts (FSAs) administered by HealthEquity (formerly WageWorks). With Flexible Spending Accounts (FSAs), you can put aside a portion of your pay, before taxes, to reimburse yourself on a pre-tax basis for health care and/or dependent/elder day care expenses. If you enroll in a medical plan with a Health Savings Account, you cannot elect a Healthcare FSA.

Healthcare FSA

You can contribute pre-tax money to a Healthcare FSA (unless you're enrolled in the Open Access Plus HSA Plan) to pay for eligible health care expenses, such as your medical and dental plan deductibles, copays, and coinsurance. In 2023, you can contribute up to \$3,050.

Dependent Care FSA

You can contribute pre-tax money to pay for qualified dependent day care expenses, such as preschool, before- or after-school programs, or child/elder care for eligible dependents, that allow you and your spouse to work or that allow you to work and your spouse to attend school full time. For 2023, you can contribute up to \$5,000 per calendar year if you are single or if you are married and you and your spouse file a joint tax return, or up to \$2,500 per calendar year if you are married and you and your spouse file separate tax returns.

Remember to Plan Your FSA Contributions Carefully

Your 2023 FSA elections will not carry over year to year, which means you forfeit any amount remaining in your account after December 31, 2023, for the Dependent Care FSA and March 15, 2024, for the Healthcare FSA. That means it's important to consider your contribution very carefully and plan ahead by calculating how much you think you'll need to set aside for the year. If you're looking for ways to spend your FSA funds, visit fsastore.com.



What Is Right for Me?—HSA Versus FSA

If you elect the Open Access Plus HSA Plan, you cannot enroll in a Healthcare FSA. Think carefully about which option will be best for you and your family.

	Health Savings Account	Healthcare Flexible Spending Account
2023 Contribution Maximum	<ul style="list-style-type: none"> \$3,850 for Employee Only coverage/\$7,750 for all other coverage levels pre-tax (includes USNH contributions) \$1,000 pre-tax additional catch-up contribution allowed if you are 55 or older during the calendar year Change your contribution amount anytime throughout the year 	<ul style="list-style-type: none"> \$3,050 pre-tax Elect your contribution amount for the year at New Hire Enrollment and during Benefits Open Enrollment; no changes allowed during the year except for a qualified change of status
Account Ownership	You can take it with you if you leave USNH or retire	If you leave USNH or retire, you forfeit any money in your account
Availability for Account Growth	<ul style="list-style-type: none"> Your contributions Contributions from USNH Interest Investment income 	Your contributions
Access to Money	Only the money already deposited in the account	Full annual contribution available on your effective date
Reimbursement	Access HSA funds to pay for care/services you have on your effective date or later	Incur eligible expenses by March 15, 2024, and file claims by May 31, 2024, for the 2023 calendar year
Eligible Expenses	Copays, annual deductible, dental care, vision care, hearing care, qualifying prescriptions, certain medical equipment; for a full list of qualified medical expenses, visit irs.gov/publications/p502	

FINANCIAL BENEFITS

Life and Accidental Death & Dismemberment (AD&D) Insurance

USNH offers Life and AD&D Insurance administered through Sun Life Financial. These benefits provide a lump sum payment to you if you have a covered injury. They also provide a lump sum payment to your beneficiaries if you die. Benefits are paid after any applicable waiting period.

USNH pays the cost for the basic coverage level: 1.5 times your regular annual budgeted salary. If you are actively working, you can increase your coverage one level or decrease coverage to any level during Benefits Open Enrollment or when you have a qualified status change.

Coverage Options*

1.5 times regular annual budgeted salary—USNH-paid level

3 times regular annual budgeted salary**

4.5 times regular annual budgeted salary**

*Coverage amounts reduce by 50% at age 70. The change occurs during the plan year.

**Rates are based on your age as of January 1; your premium may change during the year due to salary changes. You pay the amount above the USNH-paid level.

Voluntary Life Insurance for Spouses and Dependents

Employees have the option to purchase voluntary life insurance for their spouse and/or children. This benefit is administered by Sun Life Financial. You may elect coverage in increments of \$10,000 up to \$500,000 for your spouse and \$5,000 or \$10,000 for your child(ren), and the cost per paycheck depends on the amount of coverage you elect. Evidence of Insurability (proof of good health) is required for Spouse Life Insurance elections over \$50,000.

Please note: This Voluntary Spouse and Dependent Life Insurance cannot be greater than the employees' combined life insurance amount.



Disability Insurance

Short-Term Disability and Long-Term Disability Insurance are provided by Sun Life Financial.

Short-Term Disability Salary Continuation Plan

If you are unable to work due to a non-work-related injury or illness, or because of pregnancy, the USNH-paid Short-Term Disability Salary Continuation Plan provides you a benefit of:

- 100% of your annual base salary up to eight weeks (includes waiting period, if applicable); and
- 60% of your annual base salary for weeks nine through 26.

Benefits are paid after a waiting period, if applicable. If you are a benefits-eligible employee,* you are enrolled in employer-paid coverage automatically. Learn more about the [time off and leave benefits](#) available to you through UTime.

*Depends on your collective bargaining agreement.

Long-Term Disability Insurance

Long-Term Disability Insurance provides a benefit to you if you become disabled due to a non-work-related illness or injury. USNH pays the cost for the basic coverage level: 60% of your regular annual budgeted salary (up to \$5,000 per month). If you are actively working, you can increase or decrease coverage during Benefits Open Enrollment or when you have a qualified status change.

Percent of Regular Annual Budgeted Salary	Maximum Monthly Benefit
60% Option—USNH-paid level	\$5,000
66 2/3% Option* \$15,000	\$15,000

*Rates are based on your age as of January 1; your premium may change during the year due to salary changes. You pay the amount for the cost of coverage above the USNH-paid level.

VOLUNTARY SHORT-TERM DISABILITY INSURANCE

Employees covered under certain Collective Bargaining Agreements may qualify for voluntary Short-Term Disability Insurance. This coverage replaces 60% of your base salary for up to 26 weeks after you have been unable to work one day because of a non-work-related accident or seven days because of a non-work-related illness. Please note this coverage is paid for 100% by the employee.

VOLUNTARY COVERAGE & UTIME

Voluntary Benefits Offered Through MetLife

You have the opportunity to choose employee-pay-all coverage under a variety of voluntary benefits offered by MetLife.

Benefit	Description
Accident Insurance	<ul style="list-style-type: none">Financial protection in case of a covered accidentProvides a benefit if you undergo testing or receive medical services, treatment, or care
Critical Care Insurance	<ul style="list-style-type: none">Financial protection in case of a covered illness, including cancer, heart attack, stroke, and Alzheimer's disease
Legal Assistance	<ul style="list-style-type: none">Connects you with a network of attorneys who can represent you for a variety of personal legal matters like power of attorney, deeds, will preparation, and more
Hospital Indemnity Insurance	<ul style="list-style-type: none">Helps ease the financial impact of a hospitalizationWorks with your medical coverage to help pay for out-of-pocket expenses resulting from a hospital stay

Voluntary Long Term Care

Voluntary Long Term Care Insurance, underwritten by Genworth, provides financial protection for long term care services at home, a nursing home, an assisted living facility, or for adult day care.

As a newly hired USNH employee, you have the opportunity to get coverage, with streamlined underwriting depending on your age, during the first 31 days of your employment. If you are outside of the New Hire Enrollment period, you can still buy coverage at competitive group rates with full medical underwriting, depending on your age.

You, your spouse, and your family members (parents, grandparents, adult children, and siblings) can apply anytime with medical underwriting up through age 79.

Rates are based on the coverage option selected and the age at the time of enrollment. For more information, to request a quote, or to enroll, visit genworth.com/usnh or call **800-416-3624**.

UTime: USNH'S Leave Program

UTime is the USNH's leave benefits program and time management system. UTime provides paid time-off-related benefits for a wide variety of needs, including personal and sick time, parental leave, disability, community service, and more. You use and track your UTime benefits through the UKG Workforce Dimensions system. For more information, presentations, and job aids, visit usnh.edu/human-resources/kronos-information-and-resources.

Occasionally, you may need to recover from an illness or injury, deal with a personal situation, or help a family member in need. And, of course, you look forward to holidays and vacation with family and friends. Our UTime program gives you time away from work for all these situations, allowing you to return recharged and ready to focus on your work.

Eligibility

All status fiscal year (FY) faculty, exempt staff, and non-exempt staff are eligible for UTime benefits. You may also be eligible based on your collective bargaining agreement.

UTime Timekeeping System: UKG Workforce Dimensions

The UKG Workforce Dimensions system makes it easy for you to manage your time when you are working and when you are away from work. It will help you track:

- The hours you have worked.
- How much time off you have available in the current year.
- Any accrued time-off days you have from previous years.



For more information about the UKG Workforce Dimensions system, visit usnh.edu/human-resources/kronos-information-and-resources.

UTIME BENEFITS



UTime Benefits at a Glance

Benefit	Description	Description
Personal Time	Paid time off for vacation or personal needs	<ul style="list-style-type: none"> Up to 5 years of service: Earn up to 18 days throughout the calendar year More than 5 years of service: Earn up to 24 days throughout the calendar year Maximum days you can have at any one time: 45 If you leave USNH or retire, you can receive the (taxable) cash value of up to 30 days of accrued but unused Personal Time
Sick Time	Paid time off for medical appointments, illness, or injury, or to care for an ill or injured family member	<ul style="list-style-type: none"> Days you earn per year: Up to 15 Maximum days you can have at any one time: 60 Maximum days per year you can use for family care (without a waiting period): 25 If you leave USNH or retire, you forfeit any accrued but unused Sick Time
Holiday Time	Paid holiday time off	<ul style="list-style-type: none"> USNH-designated paid holidays each year: 12 Visit usnh.edu/human-resources/employee-benefits-2023 for the current holiday schedule
Short Term Disability (STD)	Paid time off for when you're unable to work due to a non-work-related illness or injury, or maternity leave	<ul style="list-style-type: none"> You pay nothing for STD coverage—USNH pays the entire cost If you're a new hire: 2-month waiting period before coverage begins <p>Benefit:</p> <ul style="list-style-type: none"> Up to 8 weeks: 100% of your annual base salary Week 9 through week 26: 60% of your annual base salary Benefits start immediately after an accident or 8 days after illness or for maternity
Long Term Disability (LTD)	Paid time off after STD benefits end, for when you're unable to work due to a non-work-related illness or injury	<ul style="list-style-type: none"> You pay nothing for basic LTD coverage—USNH pays the entire cost Basic LTD benefit: 60% of your annual base salary, up to \$5,000 per month Optional buy-up coverage: 66-2/3% of your annual base salary, up to \$15,000 per month
Parental Leave	Paid time off for maternity, paternity, adoption, fostering, and surrogacy	<ul style="list-style-type: none"> Paid time off after the birth, adoption, placement for adoption, or start of fostering of a child: 4 weeks
Bereavement Leave	Paid time off for the loss of a family member	<ul style="list-style-type: none"> Days off per year for the loss of an immediate family member (i.e., parents, spouse, siblings, or children): 5 Days off per year for the loss of another relative: 1
Jury Duty	Paid time off to serve on a jury or as a subpoenaed witness	<ul style="list-style-type: none"> USNH will pay the difference between your regular annual base salary and jury pay or the subpoenaed fee during your period of service If you remit any court-paid compensation to USNH, you will receive your full annual base salary during your period of service No reimbursement for expenses
Military Leave	Time off for serving in the uniformed services	<ul style="list-style-type: none"> USNH Military Leave follows the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) See the USNH Military Leave Policy USY V.C.17 or contact your campus Human Resources Office for more information
Community Service	Paid time off to participate in optional community service	<ul style="list-style-type: none"> One (1) day per fiscal year for a supervisor-approved community service event or activity

HAVE A UTIME QUESTION?

If you have a question about UTime or want to apply for disability or leave benefits, contact your campus Human Resources office.

RETIREMENT PLAN

USNH offers all eligible employees the opportunity to save for their future with two retirement plans: the 403(b) Retirement Plan and the 457(b) Deferred Compensation Retirement Plan.

403(b) Retirement Plan

The 403(b) Retirement Plan allows you to save for retirement on a tax-advantaged basis. You can open an account with TIAA or Fidelity, or both, and choose from a range of investment options to create a savings strategy that meets your needs.

You'll always have full ownership of the money you contribute and, once you've participated for three years, if eligible, you'll have ownership of USNH's matching contributions. You can also make elective contributions to the 403(b) Retirement Plan, up to the IRS elective deferral limits, through the 403(b) Supplemental Retirement Plan.

You and USNH contribute to this account—you can choose to contribute between 2.5% and 6% of your salary (in 0.1% increments), and USNH will contribute based on the percentage you elect.

Employee Contribution	USNH Match
6%	6% for the first year of participation
4%–5.99%*	6%
2.5%–3.9%*	4%

Employees covered under collective bargaining agreements may have set contribution levels and different USNH matching contributions.

Select your contribution amount, choose your investment options, and use the online retirement enrollment tools, accessible from MyBenefits.USNH.edu.

Fast Facts About the 403(b) Retirement Plan

- **Choice of Administrators.** You can choose Fidelity and/or TIAA.
- **Contributions.** Contribute to your account with pre-tax or post-tax money from your paycheck—it's up to you! If you contribute, USNH will also contribute a percentage of your annual salary. This means you get free money just for saving for retirement.
- **Vesting.** Your contributions are always 100% vested, meaning you can take them with you if you leave USNH. USNH matching contributions are 100% vested after you have participated in the plan for three years.

457(b) Deferred Compensation Retirement Plan

With the 457(b) Deferred Compensation Retirement Plan, you can set aside a portion of your salary on a tax-advantaged basis. To contribute to the plan, you must be an active participant in the USNH 403(b) Retirement and Supplemental Plan. Like the 403(b) Plan, you can make investment choices with TIAA or Fidelity.

Note: All Retirement Plans are subject to IRS plan maximums. For 2023, the maximum you can contribute to each of the 403(b) Plan and the 457(b) Plan is \$22,500 if you are under 50 years old or \$30,000 if you are 50 years old or older.



ADDITIONAL BENEFITS & RESOURCES

Tuition Reimbursement Benefit

The Tuition Reimbursement Benefit is available to eligible employees and their dependents, after a waiting period, to help pay for courses at any USNH campus.

To apply for reimbursement, first complete the registration process for the institution that has the courses you want to take. Then, submit an online Tuition Benefit Form, available at wise.usnh.edu.



How much could you save in tuition? Eligible employees can take up to five courses per fiscal year. Courses for credit are eligible for a 100% reduction of the in-state cost; non-credit courses are eligible for a 50% reduction of the in-state cost. Plus, your eligible dependents can receive up to 50% off the in-state tuition rate for USNH credit courses after a one-year waiting period.

BenefitHub Perks and Discounts

USNH offers discounts through BenefitHub—your employee discount marketplace. Visit usnh.benefitshub.com to find an array of discounts and perks, including savings on travel, movie tickets, dining, shopping, local stores and restaurants, and much more!



Want to learn more about your USNH benefits program? Listen to the [Use Those Benefits! podcast](#) to learn more about retirement, mental health resources, and more.

Vendor Contacts

Vendor	Phone	Website
Cigna Healthcare	800-244-6224	cigna.com mycigna.com
OptumRx	866-633-5874	optumrx.com
Northeast Delta Dental	800-832-5700	nedelta.com
VSP Vision Care	800-877-7195	vsp.com
HealthEquity/ WageWorks – Flexible Spending Accounts	877-924-3967	wageworks.com
TIAA	800-842-2776	tiaa.org/usnh
Fidelity Investments	800-343-0860	netbenefits.com/usnh
MetLife – Voluntary Benefits	800-438-6388	metlife.com/ mybenefits
Sun Life Financial	866-806-3619	sunlife.com/us
Employee Assistance Program (EAP)	800-424-1749	eaphelplink.com Company code: USNH
Genworth Long Term Care	800-416-3624	genworth.com/usnh

HR Benefits Support

For questions about your benefits, employees at all campuses should contact hr.benefits@usnh.edu or call **603-862-0504**. Our HR team is ready to help you!



The information in this Enrollment Guide describes only some of the key features of certain USNH benefit plans. If there is any conflict between this material and the official plan documents, the official plan documents will govern. USNH has the right to amend or terminate the plans at any time, with or without notice. This Guide is not an employment contract; employment is not guaranteed by your participation in any of the plans described in it.