

## INFORMATION SHEET

Another year has passed and it is time to review your benefit elections and decide if you wish to make any changes. This information sheet also includes information about the new dental plan available in 2007, under which many employees will receive single coverage for dental care at no cost. You have a great deal of flexibility in designing your own personalized benefits package. **Please read this Information Sheet carefully (especially those items in bold and in the shaded boxes)**, since it provides important information about your University benefits as well as the 2007 Annual Benefits Open Enrollment. As in the past, this will be a negative open enrollment. That means you only need to complete the forms if you wish to make changes, **except for the Health Care and Dependent Day Care Flexible Spending Accounts (Advantage Accounts). Internal Revenue Service regulations require that you must re-enroll for 2007 Flexible Spending Accounts even if you are currently participating in 2006.**

- **Personal Enrollment Form** – The enclosed Personal Enrollment Form contains information about the benefits you are eligible for as a University of Maine System employee and the applicable premiums. The form also shows whether you are enrolled in a particular benefit. The top part of the form contains general information about you and the form itself. Under “Your Options,” each benefit is listed with a brief description. The “Price and Option Codes” section provides the levels of coverage available, the applicable premiums, the option code assigned to that benefit (the number or letter in parentheses), and the “Option Code: \_\_\_\_” field, which you use if you wish to enroll, make a change, or waive a benefit election during the open enrollment. **Your current election is shown in bold** for each benefit in the “Price and Option Codes” section. The statement in bold just below each benefit indicates whether you are currently enrolled in that benefit and at what level. **If you do not want to enroll in the 2007 Flexible Spending Accounts (Advantage Accounts) shown on page 4 of the enclosed Personal Enrollment Form or change other current benefit elections, you do not have to complete the enclosed Forms. If you do wish to enroll in a new benefit, make changes to a current benefit election, or waive a benefit, please use the “Option Code: \_\_\_\_” field to the right of each section.**
- **Dependent Information** – Check the dependent information on page 5 of your enclosed Personal Enrollment Form for accuracy and completeness. If any dependent or other information is not correct, please update and return the Form in the enclosed envelope to your Campus Benefits Office.
- **Dental Plan - BENEFIT PLAN CARRIER AND PREMIUM CHANGE -**  
Effective January 1, 2007, the University of Maine System’s dental program will change. CIGNA will become the University’s new dental plan provider and the two current dental plans will be consolidated into a single dental program available to all benefit eligible employees regardless of collective bargaining unit. In addition to providing a single dental plan for UMS employees, the plan’s benefits are being significantly improved. There will no longer be any waiting periods for services performed, there will be no deductible, the premiums will be reduced by approximately 9%, and part-time faculty will be eligible to enroll for the first time. **In addition, the University of Maine System will pay 100% of the single coverage premium for full-time regular employees, 50% of the single coverage premium for eligible part-time regular employees, and 60% of the single coverage premium for eligible temporary faculty.** You will be responsible for 100% of the

dependent portion of the premium regardless of whether you are full-time regular, part-time regular, or eligible temporary faculty. The dental premiums for biweekly employees will continue to be deducted in 24 equal installments over the course of the calendar year, rather than 26. This will slightly increase each biweekly deduction; however, in those 2 months during the year when there is a third biweekly pay, you will have a dental premium holiday, with no premium deducted. If you elect CIGNA dental coverage during this open enrollment, the premium for dependent coverage will be deducted beginning in January, 2007.

**Full-time regular employees currently enrolled in the dental program** (which includes benefits regular, those with shared appointments, and those on partial/phased retirement) – your current dental election with Delta Dental will automatically be transferred to CIGNA. If you wish to make changes to your dental election, please complete the dental section of the enclosed Personal Enrollment Form, add or remove eligible dependents in the dependents section of the form, and return the form to your Campus Benefits Office.

**Full-time regular employees not currently enrolled in the dental program** (which includes benefits regular, those with shared appointments, and those on partial/phased retirement) – you will be automatically enrolled in the CIGNA dental plan for single coverage. If you wish to elect dependent dental coverage, you must complete the dental section of the enclosed Personal Enrollment Form, the dependents section of the form, and return the form to your Campus Benefits Office.

**Part-time regular employees currently enrolled in the dental program** – your current dental election with Delta Dental will automatically be transferred to CIGNA. If you wish to make changes to your dental election, please complete the dental section of the enclosed Personal Enrollment Form, add or remove eligible dependents in the dependents section of the form, and return the form to your Campus Benefits Office. The University's subsidy of the single coverage premium will automatically begin in January, 2007.

**Part-time regular employees and eligible part-time regular and temporary faculty not currently enrolled in the dental program** – if you wish to enroll in the CIGNA dental plan, you must complete the dental section of the enclosed Personal Enrollment Form, the dependents section of the form, and return the form to your Campus Benefits Office.

The enclosed material from CIGNA will provide you with more information regarding the change in dental programs.

**For eligible COLT unit employees, the changes noted above are applicable if the current tentative collective bargaining agreement is ratified and executed.**

- **Flexible Spending Accounts (Advantage Accounts) - If you are currently enrolled in the Advantage Accounts (Flexible Spending Accounts) and wish participation to continue, the Internal Revenue Service (IRS) requires that you re-enroll for 2007 Advantage Accounts even if you are currently participating in 2006.**

▶ If you wish to enroll or re-enroll in the Health Care or Dependent Day Care Flexible Spending Accounts, complete and sign the Flexible Spending Account (FSA) portion of the enclosed Personal Enrollment Form (page 4) and **return it to your Campus Benefits Office; your Campus Benefits Office will enter your elections and forward your 2007 election form to the System Office of Human Resources, which will send your annual election amounts to CBA/EBPA.** Be sure to indicate your annual election amount on the appropriate line. If the election amount is left blank, your current election will end on December 31 of this year. **Please note that the “Dependent Care” description on this page of your Personal Enrollment Form refers to dependent day care services, not health care services.**

▶ **If you use your Dependent Day Care Flexible Spending Account to pay for services for an adult dependent living with you, the adult dependent must meet the definition of a dependent in the Internal Revenue Code:**

1. You must provide more than one-half of the adult dependent’s support,
2. The adult dependent cannot earn more than \$3,400 in 2007 (indexed in future years), including any Social Security Benefits. If your adult dependent’s earnings exceed this amount, you cannot use your Dependent Day Care Advantage Account to pay for these services on a tax-free basis.

Enclosed are materials provided by CBA/EBPA regarding the FSA program for your information and use.

▶ **If you do not want to enroll in the 2007 Advantage Accounts or change other current benefit program elections, you do not have to complete the enclosed Personal Enrollment Form.**

- **Direct Deposit of Flexible Spending Account (FSA) Reimbursements** – If you have payroll direct deposit and are enrolled in one or both of the Flexible Spending Accounts (Advantage Accounts), all reimbursements to you will also be direct deposited. The FSA direct deposit may be made to any account you choose. If you wish to arrange for direct deposit or change your direct deposit information, please contact CBA/EBPA at P. O. Box 1140, Exeter, New Hampshire 03833-1140, use their toll-free telephone number 1-888-678-3457, or obtain the direct deposit form from their website at [www.cbaebpa.com](http://www.cbaebpa.com)
- **Medicare D (Prescription Drug Coverage) Notice of Credible Coverage** – The University of Maine System is required to annually distribute the enclosed notice outlining options regarding the Medicare D prescription drug program. If you or your spouse or eligible domestic partner are enrolled in Medicare A (hospitalization) and B (physician/out-patient) or will become eligible for Medicare A and B in 2007, please review the enclosed Medicare D (prescription drug) Notice of Credible Coverage. Please note that the current prescription coverage you have through the University’s group health plan with Anthem Blue Cross and Blue Shield (regardless of bargaining unit) provides a better prescription benefit than the one being offered under the standard Medicare prescription drug coverage (Medicare D). Once eligible for Medicare A and B, you are eligible to enroll in Medicare D; however, if you enroll, the prescription benefit payments are not as good as you currently have through your University plan. Also, if you choose to enroll in Medicare D, under federal law, you will have to cancel your group health plan through the University, which includes health coverage as well as prescription coverage.

Please note that the University recommends that you enroll in Medicare A and B when first available, since you must have both A and B if you are eligible to retire and wish to continue your University health coverage as a retiree.

- **Group Life Insurance – PREMIUM CHANGES** – Effective January 1, 2007, premiums for the University of Maine System’s group life insurance programs through Prudential -- basic life, supplemental (referred to as optional) life, spousal life, which includes an eligible domestic partner, child life, basic accidental death and dismemberment (AD&D), and supplemental AD&D -- will change. The basic life and basic AD&D coverages are provided free to you; therefore, those premiums will continue to be paid by the University. If you are enrolled in the supplemental life, spousal/domestic partner life, child life, or supplemental AD&D coverage, the premiums you pay will change. Child life insurance premiums will increase by approximately 10%; the premium for employee only supplemental AD&D will increase by approximately 15%; and the premium for family supplemental AD&D will increase by approximately 13%. The supplemental (referred to as optional) life and spousal/domestic partner life insurance premiums are age-based, which means they change with age. If you are enrolled in the supplemental life insurance, the premiums are decreasing for employees under the age of 60; however, they are increasing for employees age 60 or older. If you are currently enrolled for spousal/domestic partner life insurance, the premiums are increasing for most age groups. To see the specific premiums, please visit our website listed at the end of this Information Sheet or contact your Campus Benefits Office.

**IMPORTANT NOTE: Supplemental (referred to as optional) life insurance for employees and spousal/domestic partner life insurance are available only until age 70. These coverages cease when you or your spouse/domestic partner reach age 70. You are not eligible to enroll in either above the age of 70.**

- **Manage Your Health Card** – As part of the Maine Health Management Coalition’s (MHMC) Healthcare Quality Initiative, in which the University of Maine System participates, we are pleased to offer you a new product that will help you take a more active role in managing your own health. The enclosed “Manage Your Health” medication card is a helpful tool to list all of your medications and can be useful when discussing your medications with your physician. The card fits easily into your wallet or purse and can be inserted in the MHMC insurance card holders distributed earlier this year. The card also provides other helpful tools, such as questions to ask healthcare providers and more information about the MHMC. If you would like more information about wellness initiatives, please contact your Campus Wellness Coordinator through your Campus Human Resources or Benefits Office.
- **Group Health Plans – GREAT NEWS!!!!** As a result of a competitive bid process and very intense negotiations, the University of Maine System is pleased to advise you that our group health coverage contracts with Anthem Blue Cross and Blue Shield of Maine will continue and that, for all intents and purposes, the total monthly rates assessed the University of Maine System will remain approximately the same for calendar 2007. Also for calendar 2007, in accordance with University policy and applicable collective bargaining agreements, employees’ share of the premiums for all full-time regular represented faculty (AFUM), full-time regular non-represented faculty (excluding Law School Faculty), full-time regular Service & Maintenance and Police unit employees, and full-time regular non-represented employees (including Law School Faculty) will change. Employees will pay 11 1/4% of the single health premium and 13 1/4% of the dependent portion of the health premium. All eligible part-time regular employees and part-time regular PATFA unit members will pay 50% of the total monthly health premiums. Eligible part-time temporary PATFA unit members will pay 40% of the total monthly health premiums. Part-time regular PATFA unit members who have the

equivalent of 5 years of full-time regular service will continue to pay the same premium as non-represented full-time faculty. These amounts can be obtained from your Campus Benefits Office or our web site (see end of Information Sheet).

**Full-time regular COLT unit members' group health premiums will remain the same, pending ratification and execution of the current tentative collective bargaining agreement. Once the contract is ratified, premiums will change in accordance with the collective bargaining contract.**

Total monthly premiums as well as employee premium deduction amounts can be obtained from your Campus Benefits Office or our web site (see end of Information Sheet). If you elect Anthem group health coverage during this open enrollment, the appropriate premium will be deducted beginning in January, 2007.

Please note that the University of Maine System premium amounts continue to be impacted by the Dirigo health plan savings offset payment (SOP). Depending on the SOP amount, premiums may have to be adjusted accordingly. If you would like to know more about the State of Maine Dirigo Health Plan or the SOP, please visit [www.dirigohealth.maine.gov](http://www.dirigohealth.maine.gov)

**If you have enrolled in the group health plan an eligible domestic partner who is not a tax-qualified dependent as defined under Internal Revenue Service Code 152, federal regulations require that you be taxed on the value of group health coverage as though you received it as income. The amount is determined by taking the difference between the total monthly two-person health premium and the total monthly single health premium, which is approximately \$500 per month.**

**PLEASE REMEMBER, if you do not want to enroll in the 2007 Flexible Spending Accounts (Advantage Accounts) or change other current benefit program elections, you do not have to complete the enclosed Personal Enrollment Form.**

If you have any questions regarding this year's annual benefits open enrollment period, obtaining an enrollment kit booklet, your eligibility, the benefits available, or how to complete enrollment forms, please **contact the Human Resources/Benefits Office at your campus** or visit [www.maine.edu/system/hr/bene.php](http://www.maine.edu/system/hr/bene.php)

- **System-Wide Employee Health Survey** – The University of Maine System, as a member of the Maine Health Management Coalition (MHMC), is requesting your assistance with a system-wide employee wellness effort. The MHMC is a non-profit group made up of nearly 40 organizations statewide, including health plans, physician groups, hospitals, and employers all working together to improve the quality of health care in Maine. Last year, UMS participated in a system-wide survey with MHMC – we successfully met our goal of receiving responses from 10% of our total population! To get comparable measurements this year, we would like to duplicate our efforts while increasing our goal by 10%.

Please go to the website at [www.mhmc.info](http://www.mhmc.info) and click on the highlighted link HEALTH QUALITY SURVEY to complete the wellness survey, which will take approximately 5 minutes. The information gathered is completely confidential, anonymous, and no one within the University of Maine System will be able to access your responses. We appreciate your assistance with these efforts as your health is one of the University's top concerns!

- **Payroll News** – Enclosed is a newsletter that provides information you should know regarding your W-2, the newly revised Maine Withholding Allowance Certificate (W-4ME) for Maine income taxes, maximum annual leave carryover amounts, and taxable tuition benefits.

**NOTE: THE INFORMATION IN THIS NOTICE AND ON ANY ENCLOSURES WAS CORRECT AT THE TIME OF PRINTING. CHANGES OCCURRING AFTER PRINTING AS A RESULT OF COLLECTIVE BARGAINING MAY NOT BE REFLECTED IN THESE MATERIALS.**