



2024



SOUTHWESTERN  
MICHIGAN COLLEGE

EMPLOYEE BENEFIT GUIDE





















This page is intentionally left blank.

# TABLE OF CONTENTS

Contact Information.....	2
Introduction.....	3
Benefits Eligibility.....	4
Medical Plan.....	5 - 6
Health Savings Account.....	7
Virtual Care.....	8
Dental Plan.....	9
Vision Plan.....	10
Long-Term Disability & Life Insurance.....	11
Supplemental Options .....	12
Additional Benefits.....	13 - 14
Retirement Plans.....	15

# CONTACT INFORMATION

## Resource/Provider

Benefit	Contact Source	Number
Medical Administrator Priority Health <i>Medical Network is Cigna Open Access Plus</i>	<a href="https://www.priorityhealth.com">https://www.priorityhealth.com</a> 	800.942.0954 
Pharmacy Administrator Priority Health	<a href="https://www.priorityhealth.com">https://www.priorityhealth.com</a> 	800.942.0954 
Dental Aetna	<a href="https://www.aetna.com">https://www.aetna.com</a> 	800.872.3862 
Accident, Cancer, Critical Care AFLAC	<a href="https://www.aflac.com/">https://www.aflac.com/</a> 	800-992-3522 
Life/AD&D and LTD The Standard	<a href="https://standard.com">https://standard.com</a> 	888.937.4783 
Supplemental Life The Standard	<a href="https://standard.com">https://standard.com</a> 	888.937.4783 
Short Term Disability The Standard	<a href="https://standard.com">https://standard.com</a> 	888.937.4783 
Health Savings Account (HSA) 1st Source Bank	<a href="https://www.1stsource.com">https://www.1stsource.com</a> 	269.782.5121 
Vision EyeMed	<a href="https://www.eyemed.com">https://www.eyemed.com</a> 	866.800.8457 
Employee Assistance Program (EAP) Perspectives	<a href="https://www.perspectivesltd.com">https://www.perspectivesltd.com</a> 	800.866.7556 

If you have questions about plan benefits, claims, or other information covered in this packet, or if you need a form or assistance filling out a form, please contact:

(269) 782-1365

Benefits Department / HR contact

HR@swmich.edu



# INTRODUCTION

The mission of Southwestern Michigan College is to serve our community by providing affordable, local access to high-quality postsecondary career preparation and college education – including the total college-life experience. Each and every one of our employees provides essential services to ensure we achieve our mission. The College recognizes the important contributions made by our employees and works toward providing a comprehensive benefit plan to help support what you do every day.

This Employee Benefits Guide explains the benefits given by the College. It also highlights additional programs and services available to assist you with being an informed healthcare consumer and taking charge of your well-being.



# BENEFITS ELIGIBILITY

**NEW EMPLOYEE ENROLLMENT:** As a newly-hired, eligible employee of Southwestern Michigan College, you are eligible for benefits on the first of the month after your date of hire or if you experience a qualifying life event.

**EXISTING EMPLOYEE ENROLLMENT:** Annual Open Enrollment for the 2024 benefit year for existing employees is November 1st through November 15th for coverage beginning on January 1st. During open enrollment, you may make changes to your current benefits.

**QUALIFYING EVENT:** For changes to benefits outside of your initial eligibility or open enrollment period, you may only do so within 31 days of an IRS recognized life change event, as defined below:

- Employee's legal marital status changes (marriage, divorce, separation or death of a spouse)
- A change in the number of dependents (birth, adoption or death)
- Employment changes for the employee, spouse or dependents, which affect benefit eligibility status
- A dependent becoming eligible or ineligible for coverage due to age, obtaining other group coverage or any similar circumstance.

**The employee must notify Human Resources within 31 days of a life change event.**

Dependent children are ineligible for medical coverage as of age 26. It is essential to notify Human Resources of ineligibility within a timely manner to ensure your dependent's right to COBRA Continuation. End of coverage in the event of divorce or reaching the age of 26 is the last day of the month in which the qualifying event occurred.

Please contact Human Resources with any questions regarding your elections. ([hr@swmich.edu](mailto:hr@swmich.edu))



# MEDICAL ADMINISTRATOR: Priority Health

There are two Medical Plan Options: Plan 1 Premier and Plan 2 HDHP with an HSA. This offers you the ability to choose the medical plan that is best for you. Both plans allow you to see providers outside of your network (**Cigna Open Access Plus for claims outside of Michigan**); however, you will always pay less by choosing in-network providers. Out-of-network services are subject to higher deductibles, coinsurance, and balance billing.

**CALENDAR YEAR DEDUCTIBLE:** This is a specified dollar amount that the employee must pay for certain covered services per calendar year. Once the deductible has been satisfied (individual or family), then the applicable coinsurance applies. Coinsurance is your share of the cost of a healthcare service.

**CALENDAR YEAR OUT-OF-POCKET MAXIMUM:** This is the maximum amount of covered expenses including deductible, copayments, and coinsurance, that the employee can pay out of their own pocket over the course of the year. Once the out-of-pocket maximum has been satisfied in a calendar year, further network services will be payable through Priority Health at 100% for the remainder of the plan year, subject to any other terms, limitations, and exclusions.

Your Monthly Premium Contributions for these plans are:

Premier:		HDHP:	
Employee Only:	\$240	Employee Only:	\$152
Employee + 1:	\$480	Employee + 1:	\$304
Employee + Family:	\$670	Employee + Family:	\$423

Premium contributions are payroll deducted on a bi-weekly basis. In the months with a third pay date, contributions will not be withheld.

Spousal Exclusion: a spouse is ineligible for the SMC health plan if the spouse has coverage available from another employer whether employed on a part-time or full-time basis.

Opt-Out Option: the College will compensate full-time employees \$250 a quarter if they elect to opt-out of the College's health insurance plan.

The College contributes \$1,000 to individual, \$1,500 to two person, and \$2,000 to family HSA accounts annually to be used toward eligible medical expenses. This applies to the employees who elected the HDHP.

# MEDICAL ADMINISTRATOR: PRIORITY HEALTH

## OUT OF MI NETWORK: CIGNA OPEN ACCESS PLUS

	Premier	HDHP
Plan Feature	In-Network	In-Network
Deductible		
Individual	\$500	\$3,000
Family	\$1,000	\$6,000
Co-Insurance Percentage	90%	100%
Out of Pocket Maximum		
Individual	\$3,000	\$6,350
Family	\$6,000	\$12,700
<b>Covered Benefits</b>		
Preventative Care	Covered 100%	Covered 100%
Primary Care Physician Office	\$20 copay, no deductible	100% after deductible
Specialist Office Visit	\$20 copay, no deductible	100% after deductible
Urgent Care Visit	90% after deductible	100% after deductible
Emergency Room	\$50 copay then 90% after deductible	100% after deductible
Hospital Services	90% after deductible	100% after deductible
<b>Prescription Drugs</b>		
Generic	\$10 copay	\$10 copay after ded
Preferred Brand	\$40 copay	20% (min \$40, max \$80) after ded
Non-Preferred Brand	\$40 copay	20% (min \$60, max \$100) after ded



# HEALTH SAVINGS ACCOUNT (HSA)

A health savings account (HSA) is a tax-exempt trust or custodial account the College has set up to reimburse eligible medical expenses.

## What are the benefits of an HSA?

- You can claim a tax deduction for contributions you or someone other than your employer makes to your HSA even if you do not itemize your deductions on Form 1040.
- Contributions to your HSA may be excluded from your gross income.
- The contributions remain in your account until you use them.
- The interest or other earnings on the assets in the account are tax-free.
- Distributions are tax-free if you pay for qualified expenses. Qualified expenses are payments that would generally go toward the medical and dental deductibles.

- An HSA stays with you if you change employers or leave the work force.

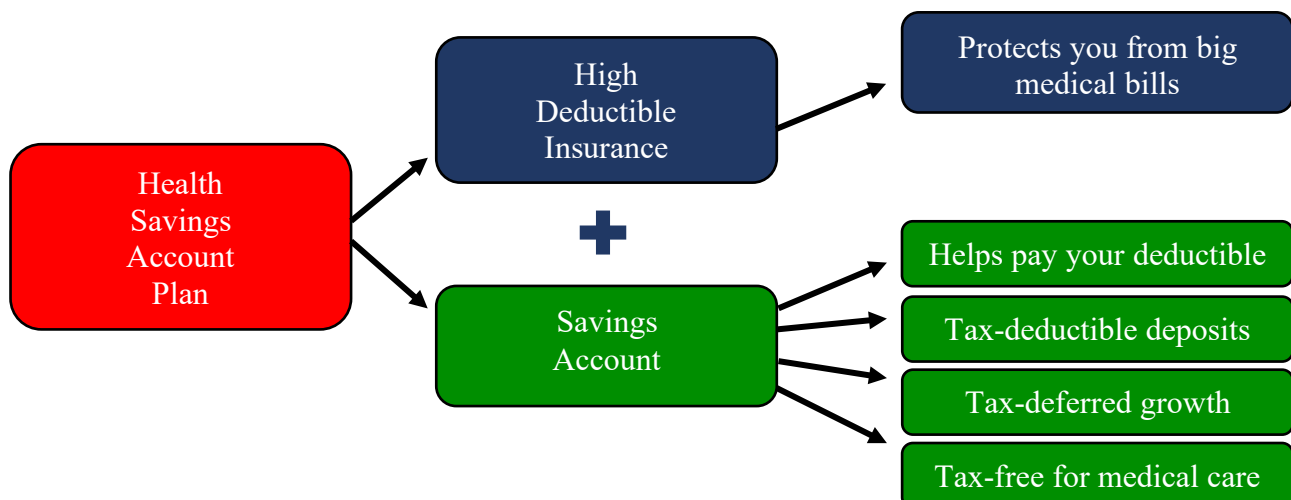
**Qualifying for an HSA:** To qualify for an HSA, you must meet the following requirements:

- You must be covered under a High Deductible Health Plan (HDHP)
- You have no other health coverage except what is permitted under *Other Health Coverage*. You (and your spouse, if you have family coverage) generally cannot have any other health coverage that is not a HDHP. However, you can still be an eligible individual even if your spouse has non-HDHP coverage provided you are not covered by that plan.
- You are not enrolled in Medicare.
- You cannot be claimed as a dependent on someone else's 2024 tax return.

A Health Savings Account is a smart and convenient way to offset current health expenses via the HDHP and plan for the future. In 2024, you and your employer combined may contribute up to \$4,150 annually for single contribution and \$8,300 annually for family contribution (individuals age 55 and older have the option to make catch up contributions of up to \$1,000).

**Southwestern Michigan College will contribute \$1,000 / year for you as a Single subscriber, \$1,500 / year for you as a Two Person subscriber, and \$2,000 / year for you as a Family subscriber into your HSA account.**

You will **not** be taxed on the total balance of your HSA over time. These contributions **do** roll over year after year and allow one to build a sizeable reserve for future medical expenses.





# Virtual Care

See a provider 24/7, including weekends and holidays.

If you are unable to meet with your provider or therapist virtually, you have options. Our virtual care services can connect you with a licensed provider or therapist to receive a diagnosis and treatment plan, including prescription medications. Following your visit, the virtual care provider can send an after-visit summary to your primary care physician.

## When should I use virtual care?

Virtual care is perfect for treating non-emergency issues such as:

- Allergies, bites and stings
- Diarrhea, nausea and vomiting
- Fever, headache and sore throat
- Addiction, anxiety and depression
- Cold, cough and flu
- And more

## How do I get started?

Log into your member account at [member.priorityhealth.com](https://member.priorityhealth.com) or in the Priority Health app. Under the Find care menu, click on Find virtual care. Then click on the appropriate Get started button.



Prescribed a medication?  
It'll be sent to your preferred pharmacy.



### Currently in Michigan?

Select Spectrum Health App or visit [mychart.spectrumhealth.org](https://mychart.spectrumhealth.org) for medical care. Select Behavioral Health or MDLive\* for mental health and substance use care.



### Currently traveling or living outside of Michigan?

Select MDLive\* for medical, mental health and substance use care. You can also download the MDLIVE app or call 800.400.6354. Make sure to have your Priority Health member ID card ready.

# DENTAL PLAN

Aetna is our dental provider. Regular dental checkups are important to your overall health and can reveal early indications of serious conditions. An annual oral exam can help keep your teeth and gums healthy throughout your life.



This dental plan allows you to see any dentist; however, you will maximize your benefits by visiting a dentist in Aetna’s network.

Dependents are eligible until age 25 if they are full time students.

The information below highlights some of the plan features. Please refer to the Benefit Plan Certificate for complete details.

PLAN FEATURES	DENTAL PPO	
Calendar Year Deductible	\$50 INDIVIDUAL / \$150 FAMILY	
Annual Maximum	\$1,000	
Orthodontic Services	50% (\$750 LIFETIME MAX UP TO AGE 19)	
SERVICES	IN-NETWORK PROVIDER	OUT-OF-NETWORK PROVIDER*
Preventive Services	100% OF MAX ALLOWANCE	100% OF USUAL AND CUSTOMARY
Minor Services	80% OF MAX ALLOWANCE	80% OF USUAL AND CUSTOMARY
Major Services	50% OF MAX ALLOWANCE	50% OF USUAL AND CUSTOMARY

\*Maximum Allowance is based on network negotiated fees, Usual and Customary is based on similar services in the geographical area.

Your Monthly Payroll Contributions for this plan are:

- Employee Only: \$8
- Employee + 1: \$12
- Employee + Family: \$20

**PLEASE NOTE:** In-network dentists have agreed to accept discounted payments for services but out-of-network dentists can bill you for charges above Aetna’s usual & customary.

# VISION PLAN

EyeMed is our vision provider. Routine eye exams are recommended once every 12 months and can lead to early detection of vision problems and other diseases such as diabetes, high blood pressure and multiple sclerosis.

This vision plan allows you to see any vision provider; however, you will maximize your benefits by visiting an eye care provider in EyeMed’s network.

Dependents are eligible until age 25 if they are full time students.

The information below highlights some of the plan features; please refer to the Benefit Plan Certificate for full coverage information.

This plan is offered by the college at no cost to you.



PLAN FEATURES	IN-NETWORK PROVIDER	OUT-OF-NETWORK PROVIDER*
Eye Exam (1x every 12 months)	\$10 COPAY	\$40 ALLOWANCE
Lenses (1x every 12 months)		
Single	\$15 COPAY	\$30 ALLOWANCE
Bifocal	\$15 COPAY	\$50 ALLOWANCE
Trifocal	\$15 COPAY	\$70 ALLOWANCE
Contact Lenses (1x every 12 months)		
Fitting and Evaluation	100% AFTER MAX COPAY OF \$40	NOT COVERED
Elective (conventional/disposable)	\$130 ALLOWANCE	\$91 ALLOWANCE
Medically Necessary	\$0 COPAY	\$210 ALLOWANCE
Frames (1x every 24 months)	\$130 ALLOWANCE + 20% OF AMOUNTS OVER \$130	\$91 ALLOWANCE

### 40% off

additional pairs of glasses and a 15% discount on conventional lenses once funded benefit is used – an industry exclusive

### Lasik

Lasik or PRK from US Laser Network  
15% off retail price or 5% off promotional price

### 20% off

any item not covered by the plan, including non-prescription sunglasses

### Hearing Care

Amplifon Hearing Health Care Network  
40% off hearing exams and a low price guarantee on discounted hearing aids



# LONG TERM DISABILITY & LIFE INSURANCE



All full time staff and faculty are covered by Southwestern Michigan College's Long Term Disability Plan offered through The Standard Life Insurance Company. Some of the plan's benefits are outlined below. For full coverage details please refer to the benefit plan certificate.

<b>Elimination Period</b>	180 days accumulated over 360 days
<b>Monthly Benefit</b>	60% of monthly income
<b>Maximum Monthly Benefit</b>	\$5,513
<b>Minimum Monthly Benefit</b>	\$100
<b>Definition of Disability</b>	24 months own occupation
<b>Partial Disability Benefit</b>	<p>Lesser of:</p> <p>Employee's predisability income minus other income benefits including Partial Disability</p> <p>Employee's predisability income multiplied by the benefit percentage minus other income benefits except for Partial Disability</p>
<b>Survivorship Benefit</b>	3 times benefit amount

Southwestern Michigan College also provides basic life insurance and accidental death and dismemberment (AD&D) insurance through The Standard at no cost to you. The information below highlights some of the plan features; please refer to the Benefit Plan Certificate for full coverage information.

- **LIFE INSURANCE:** 1.5x your annual earnings, up to \$50,000, rounded to the next higher \$1,000
- **ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D):** AD&D provides benefits for an accidental bodily injury that directly causes dismemberment. You will receive 50% of your life insurance amount for the loss of one member (hand, foot, eye) and 100% for the loss of two or more members. In the event that death occurs from a covered accident, both the Life and AD&D benefit would be payable.
- **ACCELERATED BENEFIT:** If you have been diagnosed with a terminal illness and life expectancy is 12 months or less, you can receive 75% of the life benefit in advance. You can utilize this money for expenses incurred that are not covered by other insurance for your care. Please note your death benefit would be reduced by the amount taken through the accelerated benefit.

# SUPPLEMENTAL OPTIONS

## Accident Indemnity Plan

- Coverage for injuries 24 hours per day
- Wellness benefit pays \$60 per year
- Benefits include: emergency treatment, ambulance service, hospitalization, physical therapy, specific injury & follow-up treatment



## Cancer Indemnity Plan

- First occurrence benefit pays \$5,000 and increases \$500 per year
- Hospital benefit pays \$200 per day
- Radiation and Chemotherapy benefit pays \$350 - \$600 per week
- Wellness benefit pays \$75 per year, per person

## Critical Care

- First occurrence benefit pays \$5,000 and increases \$500 per year
- Reoccurrence benefit pays \$2,500
- Hospital benefit pays \$300 per day

## Short Term Disability

- 60% of weekly salary up to \$500
- Coverage begins on the 1<sup>st</sup> day of disability due to accidental injury; 8<sup>th</sup> consecutive day of disability due to sickness
- Maximum benefit ~26 weeks



## Voluntary Life Insurance

- You have the option to purchase additional life insurance in the amount of \$25,000, \$50,000, \$100,000, or \$125,000.
- The premium you pay for additional life insurance is dependent on your age
- New hires may elect amounts up to the \$125,000 Guaranteed Issue without being subject to medical underwriting

# ADDITIONAL BENEFITS

## Tuition Remission

Employees and family members (children under the age of 24 at matriculation) are eligible for free tuition for any SMC semester length courses. Family members are defined as a spouse and unmarried sons or daughters, including natural or adopted children of either the employee or the spouse.

All eligible can receive the tuition remission benefit concurrently. For example, Joe has 2 children under the age of 24 who would like to attend SMC at the same time. Joe is an adjunct faculty member who is teaching 10 contact hours. Each of Joe's children will get 10 contact hours, tuition free.

## Tuition Reimbursement

College employees can be reimbursed for courses taken outside of Southwestern Michigan College. The program will not award more than \$5,250 in any calendar year and has a personal lifetime maximum of \$15,000 towards undergraduate and graduate degree programs, and \$25,000 towards a doctorate degree program. Certifications are excluded from lifetime maximum reimbursement.

**The unabridged version and full policies of the above additional benefits may be found on SMC Wired under the Human Resources tab.**

## Employee Assistance Program (EAP)



The Employee Assistance Program (EAP) offers Master-level professionals to employees and their family members to tackle various personal issues confidentially at no cost to the employee. The EAP is available 24 hours a day, 7 days a week. It provides access to articles, assessments, skill-building courses, webinars, and discounted legal/financial services (25% fee discount and free 30-minute consultations).

## Membership to the Student Activity Center

To assist in enhancing the wellness of Southwestern Michigan College employees, the College also offers free membership to the Student Activity Center for all employees and for the spouses covered on the College's health insurance plan.

# ADDITIONAL BENEFITS

## Sick/Personal Hours

Full-time employees are granted 10 days of sick leave annually. Unused days can accumulate for up to 100 workdays. For more details, reference the SMC Employee Handbook.

## Vacation

Vacation hours are accrued on the 2<sup>nd</sup> pay of the month and are based off your original hire date. At the end of the fiscal year, staff members may carry forward no more than the maximum amount of vacation that they accrued in the prior fiscal year.

### Full-Time Exempt Staff

- 0-3 Years of Services will accrue 12 hours per month – 18 days per fiscal year
- 3+ Years of Service will accrue 15.34 hours per month – 23 days per fiscal year

### Full-Time Non-Exempt Staff

- 0-3 Years of Services will accrue 8.67 hours per month – 13 days per fiscal year
- 3+ Years of Service will accrue 12 hours per month – 18 days per fiscal year

## Paid Holidays

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (includes Wednesday before and Friday after)
- Winter Break (December 24<sup>th</sup> through January 1<sup>st</sup>)



When Independence Day falls on a Saturday or Sunday, the following Monday or preceding Friday shall be observed as a holiday at the discretion of the College President.



# RETIREMENT PLANS

Full-time faculty, administrative, or professional staff have the option to choose a retirement plan.

## **MPSERS: MICHIGAN PUBLIC SCHOOL EMPLOYEE RETIREMENT SYSTEM**

- Employee and Employer Contribution
- Monthly Pension (upon reaching the eligibility)
- Defined Contribution Plan Available
- Vesting Period (10 Service Credits); For more information visit [Pickmiplan.org](http://Pickmiplan.org)
- Annual on-campus meeting with a retirement representative

## **TIAA: TEACHERS INSURANCE AND ANNUITY ASSOCIATION OF AMERICA**

- Employee Contribution is 4%
- Employer Contribution is 14%
- 100% Vested on Day One
- Portable
- On-Campus Meeting with a Certified Financial Planner



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**  
*Big Plans. Small Steps.*



**TIAA**



This guide provides highlights of our benefit options to support your understanding of our plans; and to allow you to make the best benefit decisions for you and your family. This guide is an overview, and is not a complete description of your benefits. For detailed information relating to coverage policies, conditions, or exclusions and limitations, please refer to the carrier Benefit Summaries, Summary Plan Description (SPD) and Benefit Plan Certificates, which suffice as the final determined plan provisions.

