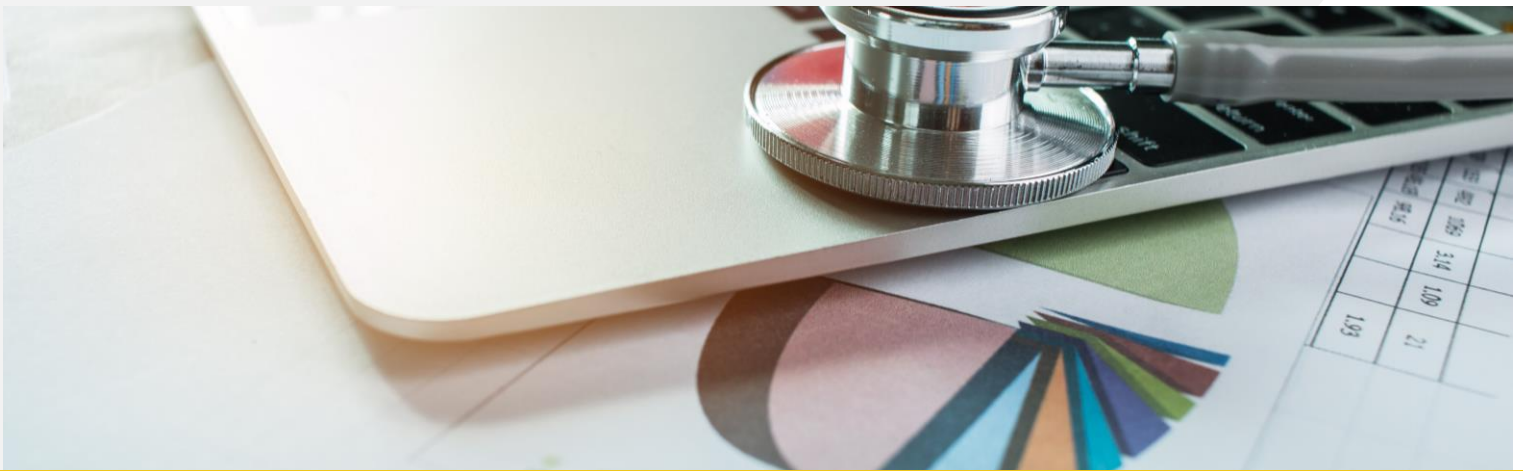




2023 Employee Benefit Guide





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ENROLLMENT GUIDE

► Plan Year

Open Enrollment will begin November 14, 2022 and extend through November 22, 2022. Benefits are administered on a plan year from January 1, 2023 through December 31, 2023.

► Who Is Eligible?

If you are a full-time employee at Mars Hill University, you are eligible to enroll in the benefits outlined in this guide. Full-time employees are those who work 30 or more hours per week. In addition, the following family members are eligible for medical, dental and vision coverage:

- Legal spouse, children up to age 26

► Open Enrollment

Open enrollment is the one-time opportunity you have each year to make changes to your benefits. You can change plans, as well as add or drop coverage provided your dependent(s) meets all eligibility requirements. You may also change who you cover on your insurance during this time. Any changes made during open enrollment must remain until the following open enrollment period, unless you experience a family status change. More information is available under the section titled “How to Make Changes” or from Human Resources.

► How to Make Changes

Unless you experience a life-changing qualifying event, you cannot make changes to your benefits until the next open enrollment period. Qualifying events include things like:

- Marriage, divorce or legal separation
- Birth or adoption of a child
- Change in child’s dependent status
- Death of a spouse, child or other qualified dependent
- Change in residence
- Change in employment status or change in coverage under another employer-sponsored plan

If you have a qualifying event, contact your Human Resources representative. Any benefit changes must be made within 31 days of the event and must be consistent with the qualifying event.

Healthgram is the claims administrator, they use the Cigna OAP network. Please consult your certificate of coverage for full in and out of network benefits.

Monthly Medical Plan Costs		
	Copay Plan	HDHP
Employee Only	\$126.50	\$92.00
Employee + Spouse	\$747.50	\$707.25
Employee + Child(ren)	\$460.00	\$425.50
Employee + Family	\$1,265.00	\$1,201.75

	Copay Plan	HDHP Plan
Benefits	In Network You Pay	In Network You Pay
Annual Deductible	Single \$3,500 Family \$7,000 <i>Embedded</i>	Single \$3,000 Family \$6,000 <i>Embedded</i>
Annual Out-of-Pocket Maximum	Single \$5,000 Family \$10,000	Single \$3,000 Family \$6,000
Co-Insurance (Your responsibility)	30%	0%
Office Visits Primary Care Physician Specialist Adult & Child Preventative	\$35 copay \$70 copay Covered at 100%	Deductible, then 0% Deductible, then 0% Covered at 100%
Labs, X-Rays & Diagnostics Outpatient Major Diagnostics (MRI, CAT, PET Scans)	Deductible, then 30%	Deductible, then 0%
Hospital Services Emergency Room Urgent Care Inpatient Hospitalization Outpatient Services Surgical Expenses	\$500 copay Deductible, then 30% Deductible, then 30% Deductible, then 30% Deductible, then 30%	Deductible, then 0% Deductible, then 0% Deductible, then 0% Deductible, then 0% Deductible, then 0%
	PPO Plan	HDHP Plan
Pharmacy	In Network	In Network
Retail Prescription Drugs <i>30-Day Supply</i> Tier 1 Tier 2 Tier 3 Tier 4	\$10 copay \$45 copay 50% up to \$100 50% up to \$100	Deductible, then 0% Deductible, then 0% Deductible, then 0% Deductible, then 0%



HEALTH SAVINGS ACCOUNT

Health savings accounts (HSAs) are a great way to save money and budget for qualified medical expenses. HSAs are tax-advantaged savings accounts that accompany high deductible health plans (HDHPs). HDHPs offer lower monthly premiums in exchange for a higher deductible (the amount you pay before insurance kicks in).

► What are the Benefits of an HSA?

There are many benefits of using an HSA, including the following:

- **It saves you money.** HDHPs have lower monthly premiums, meaning less money is being taken out of your paycheck.
- **It is portable.** The money in your HSA is carried over from year to year and is yours to keep, even if you leave the company.
- **It is a tax saver.** HSA contributions are made with pre-tax dollars. Since your taxable income is decreased by your contributions, you'll pay less in taxes.

The maximum amount that you can contribute to an HSA in 2023 is \$3,850 for individual coverage and \$7,750 for family coverage.

Additionally, if you are age 55 or older, you may make an additional "catch-up" contribution of \$1,000. You may change your contribution amount at any time throughout the year as long as you don't exceed the annual maximum.

► Eligibility for the HSA

- You must be enrolled in a qualified high deductible health plan
- You cannot have any other medical coverage including Medicare or Tricare
- You can't be claimed as a dependent on someone else's tax return
- You cannot have been treated at a VA Medical Center for a non-service-related condition in the past 90 days.

► HSA Eligible Expenses

Medical, dental, and vision expenses are eligible for payment using your HSA funds. Examples are deductible and copay amounts, surgery and hospital expenses, dental and orthodontia expenses, vision expenses, etc.

You can use this [tool](#) from Health Equity to find qualified medical expenses.

Mars Hill University offers 3 types of Flexible Spending Accounts to employees:

1. Healthcare FSA
2. Limited Purpose FSA
3. Dependent Care FSA

► What is a Healthcare FSA?

An FSA is an employer-sponsored savings account for health care expenses. You are not taxed on the money put into the FSA, and you can then use the account to pay for qualified out-of-pocket health care costs, such as your deductible and copays, but not your premium. The maximum amount that you can contribute to your FSA for 2023 is \$3,050. You may carryover up to \$500 of unused funds into the subsequent plan year. **This account CANNOT be used if you are enrolled in a high deductible health plan.**

► What is a Limited Purpose FSA?

A limited purpose FSA is a healthcare spending account that can only be used for eligible vision and dental expenses. Unlike a healthcare FSA, however, an LPFSA can be held at the same time as a Health Savings Account (HSA). When coordinated with an HSA, the LPFSA can further reduce your taxes while allowing you to allocate HSA funds to other purposes – including retirement. The maximum amount that you can contribute to your FSA for 2023 is \$3,050. You may carryover up to \$500 of unused funds into the subsequent plan year. **This account CANNOT be used if you are enrolled in the Copay Plan. It is only available to those employees enrolled in the HDHP.**

► What is a Dependent Care FSA?

Dependent Care FSAs allow you to contribute pre-tax dollars to pay for qualified dependent care. The maximum amount you may contribute each year is \$5,000 (or \$2,500 if married and filing separately). In general, eligible dependents include a child under the age of 13, or a spouse or relative who lives in your home and is physically or mentally incapable of self care

► What are the Benefits of an FSA?

There are a variety of different benefits of using an FSA, including the following:

- **It saves you money.** You can put aside tax-free money to be used for qualified medical expenses.
- **It's a tax saver.** Since your taxable income is decreased by your contributions, you'll pay less in taxes.
- **It is flexible.** You can access your total FSA funds at any time in the year, even at the beginning of the year.

You cannot stockpile money in your FSA. **If you do not use it, you lose it.** You should only contribute the amount of money you expect to pay out of pocket that year.

► Examples of FSA-Eligible Expenses

Health Care FSA:

- Doctor and pharmacy copays
- Hospital, surgery and lab expenses
- Dental, orthodontic and vision expenses
- Certain medical equipment

Dependent Care FSA:

- Care at a licensed nursery school or day-care facility
- Before- and after-school care for children
- Certain day camps
- Nannies and au pairs
- In-home day care

A complete list of FSA-eligible expenses is available at www.irs.gov.



The Delta Dental plan is available to eligible employees and their family members to cover routine care such as regular check-ups, cleanings and X-rays. Receiving dental care can protect you and your family from the high cost of dental disease and surgery.

Dental			
	PPO Network	Premier Network	Out-of-Network
Annual Deductible		Single \$50 Family \$ 150	
Annual Maximum (per covered member)		\$1,000	
Preventive Services Routine exams, cleanings Diagnostic x-rays Fluoride treatment (up to age 16) Space maintainers (up to age 16) Sealants (up to age 16)	Covered at 100% Deductible does not apply	Covered at 100% Deductible does not apply	Covered at 100% of usual and customary Deductible does not apply
Basic Services Emergency pain Fillings Simple Extractions Endodontics (root canal) Periodontics (Gum disease) Oral Surgery	Covered at 80%	Covered at 80%	Covered at 80% of usual and customary
Major Services Crowns Bridges Dentures Implants	Covered at 50%	Covered at 50%	Covered at 50% of usual and customary
Orthodontics (to age 19) Appliances and related services Lifetime Maximum	Covered at 50% (not subject to deductible) \$1,000	Covered at 50% (not subject to deductible) \$1,000	Covered at 50% (not subject to deductible) \$1,000

Maximize your dental benefits by seeking treatment from an in-network dentist, to find a doctor in your area visit www.deltadentalnc.com or call 800-662-8856

Monthly Dental Plan Costs	
Employee Only	\$33.84
Employee + Spouse	\$70.72
Employee + Child(ren)	\$80.40
Employee + Family	\$122.36



Having vision benefits can help you maintain your vision as well as detect various health problems. Our policy covers routine eye exams and other procedures, and provides specified dollar amounts or discounts for the purchase of eyeglasses and contact lenses.

Vision	
	In Network
Copay	
Exams	\$10 copay
Materials	\$25 copay
Frequencies	
Exams	12 months
Lenses	12 months
Frames	12 months
Eyewear Allowance	
Frames	\$25 copay, then \$130 allowance for eyewear annually
Eyeglass lenses	
Contact lenses	
Special lens options	
Any combination of the above	

- You are entitled to additional savings if you exceed the allowance, 20% discount for eyeglasses and 10% for contact lenses.
- To search for network doctors, please visit www.cecvision.com
- If you seek services from an out of network provider, you will need to submit a separate claim form for reimbursement



Monthly Vision Plan Costs	
Employee Only	\$6.20
Employee + Spouse	\$11.44
Employee + Child(ren)	\$11.98
Employee + Family	\$17.94

Mars Hill University employees can purchase life and accidental death and dismemberment (AD&D) insurance. Think about your personal circumstances. Are you the sole provider for your household? What major expenses do you expect in the future (ex. college tuition)? Depending on your needs, you may want to consider buying supplemental coverage.

With voluntary life insurance, you are responsible for paying the full cost of coverage through payroll deductions. You can purchase coverage for yourself in \$10,000 increments up to a maximum of \$500,000. If you purchase coverage for yourself, you can also purchase coverage for your dependents. For your spouse, you can purchase coverage in \$5,000 increments up to a maximum of \$250,000, not to exceed the employee's amount. For your dependent children, coverage can be purchased in \$1,000 increments up to a \$10,000 maximum. The chart below outlines the monthly costs of purchasing additional coverage.

Voluntary Life Summary of Benefits	
Benefit	Employee \$10,000 - \$500,000 Spouse \$5,000 - \$250,000 Dependent \$1,000 - \$10,000
Guaranteed Issue	Employee \$200,000 Spouse \$25,000 Dependent \$10,000
Age-Reduction	At age 70, benefit reduces to 65% of original amount At age 75, benefit reduces to 50% of original amount

Guaranteed Issue is the amount of insurance you can purchase without answering medical questions.

Voluntary Life Rates		
Employee Age	Employee Monthly Cost per \$1,000 Unit	Spouse Monthly Cost per \$1,000 Unit
Under 20	\$0.050	\$0.050
20 to 24	\$0.050	\$0.050
25 to 29	\$0.050	\$0.050
30 to 34	\$0.060	\$0.060
35 to 39	\$0.070	\$0.070
40 to 44	\$0.110	\$0.110
45 to 49	\$0.180	\$0.180
50 to 54	\$0.300	\$0.300
55 to 59	\$0.470	\$0.470
60 to 64	\$0.740	\$0.740
65 to 69	\$1.330	\$1.330
70 to 74	\$2.370	\$2.370
75 and over	\$3.910	\$3.910
Child Life		\$0.170
AD&D (self, spouse, child)		\$0.030

Mars Hill University provides full-time employees with options for short-term and long-term disability income benefits. MHU pays the full cost of the core long term disability coverage. Employees have the option to purchase short term disability as well as “buy-up” long term disability coverage.

Disability coverage is insurance for your paycheck. If you are sick or injured and cannot work, disability insurance will pay you a portion of your income to help you pay your bills until you can return to work.

	Short-Term Disability	Core Long-Term Disability	Buy-Up Long-Term Disability
Benefits Begin	14 days after illness or injury	180 days	180 days
Benefit Duration	Up to 24 weeks	SSNRA	SSNRA
Percentage of Income Replaced	60% of pre-disability earnings	60% of pre-disability earnings	60% of pre-disability earnings
Maximum Benefit	\$500 per week	\$1,000 per month	\$5,000 per month

EMPLOYEE PAYS:

- 100% of the cost for Short Term Disability
- 0% of cost of Core Long Term Disability
- 100% of cost of Buy-Up Long Term Disability

EMPLOYER PAYS:

- 0% of the cost for Short Term Disability
- 100% of cost of Core Long Term Disability
- 0% of cost of Buy-Up Long Term Disability

Short Term Disability Calculation

Rate \$0.696

Calculation: Determine your weekly benefit: weekly income/52 up to a max of \$500

Weekly Benefit / (10 x \$0.696) = Your Monthly Cost

Buy Up Long Term Disability Calculation

Rate \$0.300

Calculation: Determine your monthly benefit: monthly income/12 up to a max of \$5000

Monthly Earnings / 100 X \$0.300 = Your Monthly Cost

Your monthly cost for both long and short term disability will adjust if your compensation has changed over the last 3 years.





ADDITIONAL BENEFITS

Guardian

► **Critical Illness**

Employer Paid Critical Illness Insurance provides a lump-sum cash benefit to help you cover the out-of-pocket expenses associated with a critical illness. Will you suffer a stroke, heart attack, be diagnosed with Alzheimer's or Parkinson's or have complete loss of hearing? The signs pointing to a critical illness are not always clear and may not be preventable, but our coverage can help offer financial protection in the event you are diagnosed.

Some of the illnesses that may be covered include the following:

- Cancer
- Heart attack and stroke
- Kidney failure
- Major organ transplant
- Blindness and deafness
- Multiple sclerosis
- Coma

Employer Paid Critical Illness

Mars Hill University pays for a \$5,000 benefit for all Full-Time employees. This also includes a \$100 wellness benefit for the employee.

Buy-up Critical Illness

Employees can purchase in increments of \$5,000 to \$40,000 for themselves. Up to \$20,000 for eligible spouse and children coverage – not to exceed 50% of the employee benefit. This also includes a \$100 wellness benefit for those enrolled in coverage.

► **Accident**

Accident Insurance can pay you money based on the injury and the treatment you receive, whether it's a simple sprain or something more serious like a broken bone. Your plan can pay benefits for emergency room treatment, stitches, crutches, injury related surgery and a list of other accident-related expenses.

Injuries such as fractures, dislocations, burns, concussions, cuts and lacerations, eye injuries, coma, torn knee cartilage, broken tooth, ruptured disc, and paralysis

- Medical services and treatments such as ambulance (ground and air), emergency care, non-emergency care, hospital (admission, confinement and inpatient rehab), intensive care unit confinement, physician follow-up, therapy services, medical testing (X-rays, MRIs and CT scans), medical appliances, inpatient and outpatient surgery
- Family lodging and travel needs related to an accident and follow-up care

Accident insurance offers a reduced premium rate that can be automatically paid through payroll deductions.

HAVE QUESTIONS, PROBLEMS OR CONCERNS?

The following list provides carrier contact numbers and websites should you need assistance understanding your benefits, claims or other insurance-related information.

Coverage	Company	Contact
Medical Claims Administrator	Healthgram	866-904-9081 www.members.healthgram.com
Medical Provider Search	Cigna PPO	Cigna Directory Search
Dental	Delta Dental	800-662-8856 www.deltadentalinc.com
Vision	Community Eye Care	888-254-4290 www.cecvision.com
Life & Disability	Guardian	800-627-4200 www.guardiananytime.com
Critical Illness and Accident	Guardian	800-627-4200 www.guardiananytime.com
Health Savings Account	Health Equity	866-246-5800 www.healthequity.com
Flexible Spending Accounts	TASC	800-422-4661 www.tasconline.com

This proposal is based upon the financial and underwriting information provided by your company. In the event there have been significant changes, or we are missing material data, we will need that information in order to forward it to underwriters. Any additional information may change the rates shown.

This proposal is issued by the carrier as a courtesy and for the sake of expediency. Actual rates will depend upon underwriting, final enrollment and final rate approval.

Never terminate your existing coverage until advised that replacement coverage has been confirmed by the replacement carrier.

This proposal is intended to be a summary of the premium costs of the plans under consideration. Please refer to the carrier's proposal for the actual terms, conditions, limitations, and exclusions. Each carrier administers benefits in a unique manner; a change in carriers may result in a change in how the benefits are administered.

It is imperative we be informed of any employee or dependent that is hospitalized or otherwise disabled and not actively at work on the effective date of any new contract. Coverage may not be available for these individuals.

It is imperative we be informed of any employee or dependent that is covered under your group's COBRA provision or retiree plan.

This proposal is provided only for your internal use. No further use or distribution is authorized without our prior written consent.

All insurance carriers have their own operating procedures. A change in carrier could, therefore, affect the way certain plan coverages are evaluated.

Scott Insurance, a division of James A. Scott & Son, Inc., may qualify to receive compensation from insurance carriers in the form of contingency payments. Contingency payments are based on the volume and persistency of all business Scott Insurance, a division of James A. Scott & Son, Inc., has with certain insurance carriers and is not charged to your account directly nor does it affect placement of coverage. It is calculated into the carriers overall fixed cost.

In performing this review, and analysis, Scott Insurance Agency is not providing legal advice or legal opinion with respect to the PPACA laws (aka, "healthcare reform"), ERISA and /or any state or federal laws with which employers must comply. The information within is intended to serve as general guidance, estimations and advice. Compliance is the sole responsibility of the Employer client. We recommend that you consult with your attorney for final decisions to ensure proper compliance.

