



Comprehensive Benefit Package Guide

Classified Staff

2023-2024



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Comprehensive Benefit Guide

Classified Staff

2023-2024

This guide is for University of Colorado Classified Staff in benefits eligible positions. It details the basic components and resources of the benefits package that includes medical, dental, vision, pretax savings, life and disability insurances, retirement plans and tuition assistance.

This is a summary of CU's benefits, written in plain language to help employees understand the benefits offered and does not constitute plan policies or plan documents. Links to policies and plan documents are provided. If there is any discrepancy between them, the plan documents will govern.

Contents

Comprehensive Benefit Package.....	3
General Eligibility Rules	3
Enrollment	4
International Employees.....	4
Resources	4
CU Health Plans – Medical	5
Common plan features	5
CU Health Plans – wellness programs	5
How to choose a medical plan – three common considerations	5
Option 1: CU Health Plan – Exclusive	6
Option 2: CU Health Plan – High Deductible/HSA Compatible (default plan).....	7
Option 3: CU Health Plan – Extended	8
Option 4: CU Health Plan – Kaiser	9
CU Health Plan – Dental	10
Common plan features	10
Option 1: CU Health Plan – Essential Dental	10
Option 2: CU Health Plan – Choice Dental	11
CU Health Plan – Vision.....	12
Pretax Savings	13
Flexible Spending Accounts	13
Health Savings Account (HSA).....	13
Premium Only Plan (before or after tax elections)	14
Life Insurance.....	15
Basic Life Insurance with accidental Death & Dismemberment (AD&D) benefit	15
Optional Life Insurance with additional AD&D.....	16
Voluntary Accidental Death & Dismemberment (AD&D).....	18

- Disability Insurance 19
 - Short Term Disability 19
 - Long Term Disability 19
 - Short Term and Long Term features and considerations..... 20
- Retirement Plans..... 21
 - Mandatory retirement plans 21
 - Mandatory plan participation details 21
 - Voluntary retirement plans..... 22
 - How the plans work..... 22
 - How much can you contribute? 22
 - How can you enroll? 22
- Personal Financial Consultations..... 23
- Tuition Assistance Benefit (TAB) 23

Comprehensive Benefit Package

Welcome to the University of Colorado! CU's four campuses succeed in transforming Colorado's communities and the nation through the efforts of an amazingly diverse workforce. Classified Staff members are key to fulfilling the [university's mission](#) to be one of the greatest university systems in the world, an engine of leading-edge teaching, discovery and inclusivity.

Employee Services strives to make CU's workforce stronger, healthier and more secure. That is why we offer a comprehensive benefits package to support your health, wellness and retirement goals. This benefit package is an important part of your total compensation. Use the [total compensation calculator online](#) to tally your total compensation. It provides choice and value to meet the needs of CU's diverse workforce. With that choice comes a lot of information that may feel overwhelming. We have tools and resources to help you make the best choices for you and your family.

This booklet offers a comprehensive overview of your health, wellness and retirement benefits options, as well as your eligibility and enrollment. There are many useful links to tools and resources that will help you dig deeper as you choose your benefits and use them.

Your main source of information is the [Employee Services website](#). The information in this booklet is housed there, in addition to all you will need to use your valuable benefits. If you need additional help or guidance, you can speak to a benefits professional by calling 303-860-4200, option 3 during regular business hours, or send an email to benefits@cu.edu.

General Eligibility Rules

Employee eligibility: As a Classified Staff employee, the university will review your job classification and appointment to determine your eligibility. Typically, you must be in a regular, benefits eligible position (or a combination of positions) of 50% or greater appointment to be eligible for employee benefits.

Dependent eligibility: As an eligible employee, you can add the following dependents to your plans:

- spouse, common-law spouse, civil union partner, domestic partner*
- dependent children up to age 27
- qualifying children with a disability over age 27

Once enrolled, adding a dependent requires Dependent Eligibility Verification (DEV). For more information on DEV, visit the [CU DEV website](#). Required documentation must be received within 31 days of the enrollment.

A dependent only needs to be verified once unless additional documentation is requested by Employee Services.

Dual coverage: When two members of a household are employed with the university and/or university affiliates, you and your dependents cannot be covered as both an employee and a dependent for any CU medical, dental or vision plan.

Dual coverage is allowed for the Optional Life Insurance and the Voluntary Accidental Death & Dismemberment (AD&D).

- An employee may be insured in the Optional Life as both a member and a dependent up to the maximum combined life insurance policy of \$1 million. More than one member may insure a child.
- For the AD&D an employee may be insured as a member and a dependent, doubling the policy's maximum of \$250,000 per member to \$500,000. More than one member may insure a child.

***Imputed income:** The IRS uses the term imputed income to describe the value of any benefit or service that is considered income when calculating your federal taxes. Know your taxation. Some benefits and some dependent groups may be subject to taxation. Visit the [CU imputed income website](#) for more information.

Enrollment

Plan year: The benefit plan year runs from July 1 through June 30. As a new hire or newly eligible employee, your elections will run from your effective date until June 30.

Open Enrollment: Open Enrollment occurs in the spring of each year for an effective date of July 1.

You will enroll in your benefits in the secure environment of your [employee portal](https://my.cu.edu/) (<https://my.cu.edu/>). To learn how to enroll, visit the [CU How to Enroll website](#).

Effective date: Your official hire date determines when your coverage will begin. If your hire date is the first of the month, your coverage will begin immediately, otherwise it will be the first of the following month.

For example: If your hire date is May 1, your benefits will be effective May 1.
If your hire date is May 2 (or later), your benefits will be effective June 1.

Deadlines and defaults: You have 31 days from your official hire date to enroll or waive coverage. If you fail to enroll or waive your coverage within the deadline, you (employee only) will be enrolled automatically in the following default plans:

- Medical default: CU Health Plan – High Deductible \$0/month
- Dental default: CU Health Plan – Essential Dental \$0/month

Once you enroll, or are defaulted, your elections will remain for the plan year. You may not make any changes to your elections until next Open Enrollment unless you experience a Qualifying Life Change. Review the details on the [Qualifying Life Change website](#).

Payroll deductions: Insurance premiums are deducted from the same month that they occur.

For example: The deductions from your paycheck in July covers your July premiums.

As a new hire, your first deduction depends on the time of month you enroll. Enrollments received after payroll begins to process (around the 17th of the month) may not be reflected in that month's paycheck, resulting in a double deduction the following month.

International Employees



All new international CU employees are required to meet with an international tax specialist to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits and clarify any tax filing responsibilities. For more information, visit the [International Tax website](#), complete the [International Tax New Hire Orientation](#), download the [International Tax New Hire Guide](#) and [book your appointment](#).

Resources

[Benefits Eligibility Matrix](#)
[Dependent Eligibility Verification website](#)
[Employee Services Benefits website](#)
[How to Enroll website](#)
[Imputed Income website](#)
[International Tax website](#)
[Plan Premiums website](#)
[Qualifying Life Change website](#)

Employee Services Customer Service:

benefits@cu.edu

303-860-4200, option 2 (Payroll), option 3 (Benefits)

CU Health Plans – Medical



CU is dedicated to providing quality, affordable healthcare to its employees and their dependents. CU contributes 80-100% to employee monthly premiums. As a university employee, you have access to quality, personalized medical care with CU's four medical plans. This section provides an overview of the most common considerations for choosing a plan and highlights the medical plan options for you and your dependents.

Common plan features

All four CU medical plans have built in plan features. Regardless of your plan, you will enjoy these benefits:

- yearly, no-cost preventative care for each plan participant
- no-cost flu shot clinics on each campus
- emergency / urgent care worldwide
- affordable prescription drug prices

CU Health Plans – wellness programs

If enrolled in a CU medical plan, you will have access to wellness programs. Please visit the [CU Wellness Programs website](#) to learn the details.

- gym discounts
- weight loss programs
- nutritional and meal planning apps
- Colorado Move
- Breathe with Quitline
- and more...

How to choose a medical plan – three common considerations

When choosing a medical plan, there are three common considerations:

- **Network:** The plan network determines where you will go to access care when you need it. You will want to understand the differences between the four plan networks before making your decision.
- **Cost of care:** When you need care, what will it cost? How much will it cost to use the plan?
- **Cost of plan:** How much does it cost to have the plan? CU covers a generous portion of your monthly premiums; however, you will also contribute to the plan's cost. Understanding plan premiums will help you determine the cost of having the plan. View the [current plan year premiums](#) for more information.

Option 1: CU Health Plan – Exclusive



Network

Under this plan, you will choose a PCP (primary care physician) within the HMO (Health Maintenance Organization) Network. Your PCP will direct your health care and referrals are required for most specialists. Exclusive has a limited network plan with quality care throughout Colorado. There is no out-of-network coverage, except for urgent and/or all emergency care. This is an Anthem administered plan. Visit the [Anthem website](#) to learn more and find a doctor on the [find a doctor website](#).

Savings advantage: This HMO utilizes the directed care of skilled PCPs in combination with comprehensive health care services which keeps costs lower through predictable copays, deductibles and monthly premiums.

[CU Health Plan Exclusive – Plan Summary](#)

[CU Health Plan Exclusive – Full Plan Booklet](#)

Cost to Use the Plan

CU Health Plan Exclusive– Anthem Plan (HMO) Cost Summary:

Plan Feature	What Participant Will Pay
Preventative care	no-cost preventative Preventative Care Guidelines
Deductible	\$350 per individual (each member must meet their \$350) \$750 family maximum
Out-of-pocket limit (per plan year)	\$9,100 individual; \$18,200 family
Office visit	primary care physician - \$30 per visit specialist - \$40 per visit urgent care - \$30 per visit office visit copays do not apply toward the deductible
Emergency care	\$250 copay (waived if admitted)
Prescription drugs	CVS Caremark is the claims manager for all CU Health Plans administered by Anthem. Please refer to the CVS Caremark website or plan documents on the CU Exclusive website for detailed information.
Maintenance medications	Per fill, a maximum of up to 30 days of maintenance medication may be purchased at a retail pharmacy. After 3 fills, CVS retail pharmacies or CVS mail order pharmacy must be used for maintenance medications, for up to 90-day supply to be covered.
Diabetic supplies	CU Health Plan enrollees with diabetes may qualify to receive insulin and generic diabetic supplies (such as test strips, lancets, needles, etc.) from in-network pharmacies with no copay.
Out-of-state dependent children	If you have dependent children living out-of-state and covered by the Exclusive plan, you may enroll them in CU Health Plan - Exclusive Guest Membership .
Eye exam	Exclusive covers a routine eye exam with a \$20 copay in-network along with discounts for hardware and other services.

Cost to Have the Plan: [Faculty and Staff Plan Premiums](#)

Option 2: CU Health Plan – High Deductible/HSA Compatible (default plan)



Network

This PPO (Preferred Provider Organization) plan offers you the widest access to care with Anthem's Nationwide Provider Network as well as out-of-network coverage for covered services. You will pay less if you use an in-network provider. A primary care physician is not required, and members can refer themselves to doctors of their choice including specialists.

With the High Deductible plan, your preventative care is at no cost to you. You will pay for additional care and prescriptions until you satisfy the deductible and then will be responsible for paying the coinsurance until you reach your out-of-pocket maximum. Once this amount is reached, all covered services and prescriptions will be covered at 100%. This is an Anthem administered plan. Visit the [Anthem website](#) to learn more and find a doctor on the [find a doctor website](#).

Savings advantage: With low monthly premiums, the High Deductible plan gives you opportunity to put money aside each month in the tax advantaged Health Savings Account (HSA). You can use your HSA to pay your deductibles both now and in the future.

[CU Health Plan High Deductible – Plan Summary](#)

[CU Health Plan High Deductible – Plan Booklet](#)

Cost to Use the Plan

CU Health Plan High Deductible – Anthem Plan (PPO) Cost Summary:

Plan Feature	In-Network	Out-Of-Network
Preventative care	no cost preventive care Preventative Care Guidelines	35% coinsurance after deductible
Deductible	\$1,500 single coverage \$3,000 family coverage (2+members) Any member may contribute to overall deductible.	\$3,000 single coverage \$6,000 family coverage (2+ members) Any member may contribute to overall deductible.
Out-of-pocket limit (per plan year)	\$3,000 single coverage \$6,000 family coverage (2+ members)	\$6,000 single coverage \$12,000 family coverage (2+ members)
Preventative care visit	\$0 coinsurance and no deductible	\$0 coinsurance and no deductible
Office visit	15% coinsurance after deductible	35% coinsurance after deductible
Emergency care	15% coinsurance after deductible	35% coinsurance after deductible

Prescription coinsurance: CVS Caremark is the claims manager for all CU Health Plans administered by Anthem. Please refer to the [CVS Caremark website](#) or plan documents on the [CU High Deductible website](#) for detailed information.

Maintenance medications: Per fill, a maximum of up to 30 days of maintenance medication may be purchased at a retail pharmacy. After 3 fills, CVS retail pharmacies or CVS mail order pharmacy must be used for maintenance medications, for up to 90-day supply to be covered.

Specialty medications: Per fill, a maximum of up to 30 days of specialty medication may be purchased at a retail network pharmacy. After 3 fills, CVS specialty pharmacy must be used for specialty medication to be covered.

Diabetic supplies: CU Health Plan enrollees with diabetes may qualify to receive insulin and generic diabetic supplies (such as test strips, lancets, needles, etc.) from in-network pharmacies with no copay.

Cost to Have the Plan: [Faculty and Staff Plan Premiums](#)

Option 3: CU Health Plan – Extended



Network

With this PPO (Preferred Provider Organization) plan you will have access to Anthem's Nationwide Network of physicians and facilities. A primary care physician is not required but recommended. Members can refer themselves to doctors of their choice within Anthem's network, including specialists. There is no out-of-network coverage except for urgent and/or all emergency care. This is an Anthem administered plan. Visit the [Anthem website](#) to learn more and find a doctor on the [find a doctor website](#).

[CU Health Plan – Extended Plan Summary](#)

[CU Health Plan – Extended Plan Booklet](#)

Cost to Use the Plan

CU Health Plan Extended – Anthem Plan (PPO) Cost Summary:

Plan Feature	What Participant Will Pay
Preventative care	no cost preventative care Preventative Care Guidelines
Deductible	\$750 per individual (each member must meet their \$750) \$1,500 family max (2+ members) 10% coinsurance after deductible is met
Out-of-pocket limit (per plan year)	\$9,100 individual; \$18,200 family
Office visit	primary care physician - \$40 per visit specialist - \$50 per visit urgent care - \$40 per visit office visit copays do not apply toward the deductible
Emergency care	\$250 copay (waived if admitted)
Prescription drugs	CVS Caremark is the claims manager for all CU Health Plans administered by Anthem. Please refer to the CVS Caremark website or plan documents on the CU Extended website for detailed information.
Maintenance medications	Per fill, a maximum of up to 30 days of maintenance medication may be purchased at a retail pharmacy. After 3 fills, CVS retail pharmacies or CVS mail order pharmacy must be used for maintenance medications, for up to 90-day supply to be covered.
Diabetic supplies	CU Health Plan enrollees with diabetes may qualify to receive insulin and generic diabetic supplies (such as test strips, lancets, needles, etc.) from in-network pharmacies with no copay.

Cost to Have the Plan: [Faculty and Staff Plan Premiums](#)

Option 4: CU Health Plan – Kaiser



Network

This plan is an EPO (Exclusive Provider Organization). With this plan, you can choose any PCP (primary care physician) within one statewide network. You will use a primary care physician to direct your care. In most cases, referrals are required. However, you may self-refer to certain medical visits, diagnostic testing and hospital/facilities services. Out-of-network care is not covered except for emergency. Although this plan does not have a deductible, many services will have a copay. Copays are detailed in the plan summary. This is a Kaiser administered plan. Visit the [Kaiser website](#) to learn more and find a doctor on the [find a doctor website](#).

[CU Health Plan Kaiser – Plan Summary](#)

[CU Health Plan Kaiser – Plan Booklet](#)

Cost to Use the Plan

CU Health Plan Kaiser– Kaiser Plan (EPO) Cost Summary:

Plan Feature	What Participant Will Pay
Preventative care	no cost preventative care Preventative Care Guidelines
Deductible	no deductible (\$0)
Out-of-pocket limit (per plan year)	\$9,100 individual; \$18,200 family
Office visit	primary care physician - \$30 per visit specialist - \$40 per visit urgent care - \$30 per visit
Emergency care	\$250 copay (waived if admitted)
Prescription drugs	Please refer to the Kaiser website or plan documents on the CU Kaiser website for detailed information on prescription drugs.
Specialty medication	Specialty medications include self-administered injectables up to a maximum of \$100 per Rx. 20% coinsurance up to a 30-day supply at Kaiser retail network pharmacy locations. 20% coinsurance up to a 30-day supply at the Kaiser mail order pharmacy.
Diabetic supplies	CU Health Plan enrollees with diabetes may qualify to receive insulin and generic diabetic supplies (such as test strips, lancets, needles, etc.) from in-network pharmacies with no copay.
Eye exam	Kaiser covers routine eye exams (eye refractions provided by Kaiser network optometrists (\$30 copay) or ophthalmologist (\$40 copay) to determine the need for vision correction.

Cost to Have the Plan: [Faculty and Staff Plan Premiums](#)

CU Health Plan – Dental



CU's two Delta Dental plans offer extensive coverage with no-cost preventative care, affordable deductibles and coinsurance payments to keep you and your family smiling bright.

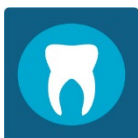
Delta Dental
 1-800-610-0201
[Delta CU Microsite](#)

Common plan features

Regardless of which plan you choose; you will have the following no-cost preventative care:

- four yearly cleanings
- two yearly oral exams/x-rays
- two fluoride treatments (for all ages)
- Delta Dental's Right Start for Kids (children 0-12) covers children's basic services 100%. Not subject to deductible or coinsurance maximum and frequency limitations apply.

Option 1: CU Health Plan – Essential Dental



This Delta Dental Plan grants access to providers only within the Delta nationwide Preferred Provider Option (PPO) Network. You are required to use a Delta PPO Provider, or there is no coverage. Once you meet the \$25 per person plan deductible, you will be responsible for a percentage of your covered care costs, known as coinsurance. This plan offers additional orthodontic coverage for children, age 19 and under.

[CU Health Plan Essential - Plan Summary](#)

[CU Health Plan Essential - Plan Booklet](#)

Cost to Use the Plan

CU Health Plan Essential – Delta Dental Cost Summary:

Plan Feature	What Participant Will Pay
Plan year benefit	\$2,000 per person
Deductible (children under 13 excluded)	\$25 per person
Preventative & diagnostic services	0% coinsurance & no deductible
Basic services	30% coinsurance payment
Major services	50% coinsurance payment
Orthodontics (for children under age 19)	50% coinsurance payment \$2000 lifetime limit
Orthodontics for adults (19 and older)	not covered

Cost to Have the Plan

[Faculty and Staff Plan Premiums](#)

Option 2: CU Health Plan – Choice Dental



Under this Delta Dental Plan, you may see any dentist in or out of Delta's network. However, your out-of-pocket costs are lower when you use a dentist on Delta's Preferred Provider Option (PPO) list. Once you meet the deductible, you will be responsible for a percentage of your covered costs, known as coinsurance. This plan offers additional orthodontic coverage for all plan participants.

[CU Health Plan Choice – Plan Summary](#)

[CU Health Plan Choice – Plan Booklet](#)

Cost to Use the Plan

CU Health Plan Choice – Delta Dental Cost Summary:

Plan Feature	PPO Provider Network	Premier Provider Network	Non-Participating (Balance Billing may apply)
Plan year benefit	\$2,500	\$2,500	\$2,500
Deductible (children under 13 excluded)	\$25 per person	\$75 per person	\$75 per person
Preventative & diagnostic services	0% coinsurance & no deductible	0% coinsurance no deductible	0% coinsurance no deductible
Basic services	20-25% coinsurance payment	40-50% coinsurance	40-50% coinsurance
Major services	25% coinsurance payment	60% coinsurance	60% coinsurance
Orthodontics	40% coinsurance payment after deductible	60% coinsurance after deductible	60% coinsurance after deductible

Cost to Have the Plan

[Faculty and Staff Plan Premiums](#)

CU Health Plan – Vision



The optional Anthem Blue View Vision Plan covers annual eye exams with a \$20 copay, as well as \$225 toward the yearly purchase of frames and contact lenses for each participant. Lenses have low copays. Your choice of providers is extensive. In-network providers across the U.S. include retail locations such as LensCrafters, Pearle Vision and Target Optical. You may also use out-of-network providers but will pay more. View the [Anthem website to find a provider](#).

[CU Health Plan – Blue View Vision Coverage Summary](#)

[CU Health Plan – Blue View Vision Plan Booklet](#)

Anthem Blue View Vision

Plan Number: 0QCD-0716

Member Services: 1-866-723-0515

[Anthem CU Health Plan website](#)

Cost to Have the Plan

[Faculty and Staff Plan Premiums](#)

Pretax Savings

Flexible Spending Accounts



The Flexible Spending Account (FSA) allows you to set aside pretax money for certain qualifying expenses. These accounts are regulated by the IRS who determines contribution limits, qualifying expenses, and has designated them as use it or lose it accounts. The money you set aside in the account is meant to be spent and claimed by the established deadlines, or you will lose the money.

CU has two FSA accounts: The Health Care FSA (HCFSA) allows you to set aside funds to cover health care expenses that your medical, dental and vision insurance does not pay, such as deductibles, copays, prescriptions, dental and vision out-of-pocket expenses. The Dependent Care FSA will cover daycare expenses for tax dependents under thirteen or adult care.

CU's FSA accounts are administered by ASIFlex. If you want to participate in an FSA, you must make an election as a new hire, at each Open Enrollment, or if you experience certain Qualifying Life Changes. Review the details on the [Qualifying Life Change website](#).

[Health Care FSA Fact Sheet \(HCFSA\)](#)

[Dependent Care FSA Fact Sheet \(DCFSA\)](#)

[Flexible Benefits Plan Document](#)

ASIFlex

Flexible Spending Account Plan Number: 16

1-800-659-3035

www.asiflex.com

Health Savings Account (HSA)



The Health Savings Account (HSA) is an account that must be paired with the CU Health Plan – High Deductible and can be used for qualified health care expenses now or in the future. The HSA is a savings account that you own. You will keep and manage this account even if you leave the university, change health plans or retire. CU's HSA is administered by Optum Bank. Visit the [Optum Bank website](#) for more details.

There is a triple tax benefit with the HSA. Contributions are pretax, any growth is tax-free, and when used on qualifying health care expenses, it is also tax free. As long as you are enrolled in the CU Health Plan – High Deductible, you can enroll in and increase or decrease your HSA contributions at any time.

The HSA Fact Sheet contains all the necessary information to enroll in and use your HSA.

[Health Savings Account Fact Sheet](#)

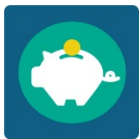
[Flexible Benefits Plan Document](#)

Optum Bank

Health Savings Account Plan Number: HB5195 1-844-326-7967

www.optumbank.com

Premium Only Plan (before or after tax elections)



The Premium Only Plan (POP), a part of the IRS Code Section 125, allows you to elect to pay your medical, dental and vision insurance premiums before or after taxes are deducted. If you choose the before tax option, your premiums will be deducted from your pay before taxes are calculated, reducing your taxable income, and saving you money by withholding fewer dollars for federal, state and Social Security taxes. If you choose the after tax option, your premiums will be deducted after your pay has been taxed.

- You will be given the opportunity to make your election as you enroll in your CU Health Plans in your employee portal.
- If you do not make an election, your premiums will be deducted after tax.
- Once you make this election, your enrollment will continue for the plan year. A new election can be made only during Open Enrollment.
- If you have dependents enrolled in university benefits who do not qualify as federal tax dependents for health coverage purpose, their premiums are not eligible for the POP, and you may incur imputed income. Visit the [website on imputed income](#) to learn more.
- If you are paying into the PERA retirement plan and you are within 3-5 years of retirement, keep in mind that your PERA Defined Benefit Pension plan is calculated by your age, years of service and highest average salary. Anytime you make a before tax deduction from your pay, you are lowering your taxable income, which will lower your highest average salary.

Employee Services does not provide tax advice to employees. Please contact your personal tax advisor, the IRS, SSA, State of Colorado or local government directly for professional tax advice.

Life Insurance



CU Life Insurance policies can provide financial protection for your loved ones in the event of your death and can be important to their future security. The university provides, at no cost to you, a generous Basic Term Life Insurance policy of \$50,000.

If you determine that you would like to have additional coverage, the university also offers the ability to purchase two other policies for you and your dependents: Optional Term Life and Voluntary Accidental Death & Dismemberment plans.

[Plan Premiums website](#)

Overview of Life Insurance Plans:

Overview	Basic Term Life (w/ AD&D benefit)	Optional Term Life (w/ AD&D benefit)	Voluntary AD&D
Who pays the premium?	CU	employee	employee
Enrollment	automatic	optional	optional
Employee policy maximum	\$50,000	\$1 million (increments of \$1,000)	\$250,000 (increments of \$10,000)
Spouse or partner policy maximum	N/A	\$500,000 (increments of \$1,000)	\$250,000 (increments of \$10,000)
Child policy maximum	N/A	\$5,000 or \$10,000 (flat amounts)	\$5,000 (flat amount)

Basic Life Insurance with accidental Death & Dismemberment (AD&D) benefit

Who is covered: employee

Who pays the premium: CU

Enrollment: automatic

Effective: benefits effective date

The Standard Insurance Company

1-800-628-8600

www.standard.com

[Life Insurance Certificate](#)

What the plan covers: In the event of employee's death under the terms of the group policy, the benefit is paid to the beneficiary in the amount of \$50,000. If the death is ruled an accident under the terms of the group policy, the AD&D provision pays an additional \$50,000. In the case of a loss other than death, such as the loss of a hand, sight, speech, hearing or other loss, the amount payable is a percentage of the AD&D Insurance benefit and is determined according to the terms of the group policy table ([Life Insurance Certificate, page 5](#)).

Beneficiaries: Employees must name their beneficiaries during their new benefit enrollment in the employee portal. A beneficiary is a person(s), or organization named to receive the benefit in the event of the employee's death. The employee can change their beneficiaries anytime in the employee portal.

Optional Life Insurance with additional AD&D

Who is covered: you, spouse/partner or child

Who pays the premium: employee

Enrollment: optional – apply anytime

Effective date: The effective date for Guarantee Issue is on the benefits effective date. The effective date for approved amounts is on the approval date by The Standard Insurance Company. Premiums are effective the first of the month following the date of approval.

The Standard Insurance Company

1-800-628-8600

www.standard.com

[Life Insurance Certificate](#)

What the plan covers: In the event of employee's death under the terms of the group policy, the benefit is paid to the beneficiary in the amount of the policy. If the death is ruled an accident under the terms of the group policy, the AD&D provision pays an additional benefit in the same amount of the policy. In the case of a loss other than death, such as the loss of a hand, sight, speech, hearing or other loss, the amount payable is a percentage of the AD&D Insurance benefit and is determined according to the terms of the group policy table ([Life Insurance Certificate, page 5](#)).

Beneficiaries: Employee must name their beneficiaries when enrolling or upon approval of their policy by The Standard Insurance Company. A beneficiary is a person(s), or organization named to receive the benefit in the event of the employee's death. The employee can change their beneficiaries anytime in the employee portal. For spouse/partner and/or child's policy, the employee is the beneficiary.

New hire/newly eligible enrollment in Optional Life Insurance: New hire/newly eligible employees are eligible to purchase Optional Life Insurance up to the Guarantee Issue amount (approved amount without completing and sending a Medical History Statement).

Policy Type	New Hire/New Eligible Guarantee Issue
Employee policy Beneficiary: employee names beneficiary	<p>Guarantee Issue (no medical history required): The employee can enroll up to three times their annual salary in increments of \$1,000, not to exceed the policy limit of \$1 million dollars.</p> <p>For additional amount beyond the Guarantee Issue, the employee must apply online and receive approval from The Standard Insurance Company by completing and sending in a Medical History Statement to The Standard Insurance Company as evidence of insurability.</p>
Spouse/partner policy Beneficiary: employee	<p>Guarantee Issue (no medical history required): The employee can enroll a spouse or partner up to \$50,000 in increments of \$1,000, without a Medical History Statement. The total policy amount cannot exceed the employee's Optional Life amount.</p> <p>For additional amount beyond the Guarantee Issue, the spouse or partner must apply online and receive approval from The Standard Insurance Company by completing and sending in a Medical History Statement Form to The Standard Insurance Company as evidence of insurability. The amount cannot exceed the employee's Optional Life amount or the policy limit of \$500,000.</p>
Child policy Beneficiary: employee	<p>For a dependent child or children, the employee may elect, in flat amounts of \$5,000 or \$10,000. Policy cannot exceed employee's Optional Life amount. No medical history required.</p>

Optional Life Insurance with additional AD&D (cont.)

Current employee changes to Optional Life Insurance: If you are a current employee and want to apply or increase your Optional Life Insurance, you must complete and send the Medical History Statement Form to The Standard Insurance Company.

Current Employee Enrolling or Increasing Life Insurance Amounts:

Policy Type	Enrollment Amounts
Employee policy Beneficiary: employee names beneficiary	Employee can apply for or increase up to \$1 million dollars, at any time during the year. Subject to approval from The Standard Insurance Company.
Spouse/partner policy Beneficiary: employee	Employee can apply for up to \$500,000, for an eligible spouse/partner (not to exceed employee's Optional Life Insurance amount), at any time during the year. Subject to approval from The Standard Insurance Company.
Child policy Beneficiary: employee	Employee can elect, in flat amounts of \$5,000 or \$10,000, for an eligible child or children not to exceed employee's Optional Life Insurance amount, only during Open Enrollment or certain Qualifying Life Changes. Review the Qualifying Life Changes website to learn more. No medical history is required.

Adding or Increasing Optional Life Insurance Amount:

1. Complete and sign the [Medical History Statement](#) as evidence of insurability (EOI)*
2. Send in form.

The Standard Insurance Company Medical Underwriting
 900 SW Fifth Avenue
 Portland, OR 97204

3. Approval
 - The Standard will notify the applicant and the university when application is approved.
 - Effective date of the policy is the date of approval by The Standard.
 - Premiums are effective the first day of the month following the approval date.
 - The university will notify the applicant when approval is received. At that time, the applicant will designate beneficiaries and indicate tobacco usage via the provided form.

*EOI: By signing the [Medical History Statement](#), the applicant is authorizing The Standard Insurance Company to obtain information about the applicant's health, undergo a physical examination, if required, which may include blood testing, and provide any additional information about the applicant's insurability that The Standard may reasonably require.

Qualifying Life Changes: The employee and spouse or partner may increase up to \$10,000 without evidence of insurability for certain life changes. Please call Employee Services for more information at 303-860-4200, option 3.

Cancellations: The employee can decrease or revoke personal and dependent Optional Life Insurance at any time during the plan year by completing and sending in a [Benefits Enrollment/Change Form](#).

Voluntary Accidental Death & Dismemberment (AD&D)

Who is covered: you, spouse/partner or child

Who pays the premium: employee

Enrollment: optional – new hire/new eligible, certain Qualifying Life Changes or Open Enrollment

Effective date: The effective date is on the benefits effective date for new hires, or the first of the month following the qualifying life change event or July 1 for Open Enrollment.

Effective: benefits eligible date or new plan year

The Standard Insurance Company

1-800-628-8600

www.standard.com

[Group AD&D Certificate](#)

What the plan covers: In the event of the covered member's death, should it be ruled an accidental death under the terms of the group policy, the AD&D Insurance pays a benefit in the amount of the policy. In the case of a loss other than death, such as the loss of a hand, sight, speech, hearing or other loss, the amount payable is a percentage of the AD&D Insurance policy and is determined according to the terms of the group policy table ([Group AD&D Certificate](#)).

Beneficiaries: Employee must name their beneficiaries at the time of enrollment. A beneficiary is a person(s), or organization named to receive the benefit in the event of the employee's death. The employee can change their beneficiaries anytime in the employee portal. For spouse/partner and/or child's policy, the employee is the beneficiary.

New hire/new eligible enrollment in Voluntary AD&D: New hire/newly eligible employees are eligible to enroll in Voluntary AD&D at the time of their new hire/new eligible benefits enrollment in the employee portal.

Policy Type	Enrollment Amounts
Employee policy Beneficiary: employee names beneficiary	The employee can enroll in increments of \$10,000, up to 10 times their annual salary with a maximum of \$250,000. Medical history not applicable.
Spouse/partner policy Beneficiary: employee	The employee can enroll a spouse or partner, provided the employee enrolls, in increments of \$10,000, up to the employee's policy amount. Medical history not applicable.
Child policy Beneficiary: employee	The employee can elect a flat amount of \$5,000 for a dependent child or children, provided the employee enrolls. Medical history not applicable.

Current employee changes to Voluntary AD&D: Current employees can enroll and/or increase their Voluntary AD&D Life Insurance amount only during Open Enrollment and certain Qualifying Life Changes. No Medical History Statement required. The employee can decrease or revoke coverage at any time during the plan year by completing and sending in a [Benefits Enrollment/Change Form](#).

Policy Type	Changes Allowed
Employee policy Beneficiary: employee names beneficiary	The employee can elect or increase, in increments of \$10,000, up to 10-times their annual salary with a maximum of \$250,000. Medical history not applicable.
Spouse/partner policy Beneficiary: employee	The employee can elect or increase a spouse/partner, in increments of \$10,000, provided the employee enrolls, up to the employee's policy amount. Medical history not applicable.
Child policy Beneficiary: employee	The employee can elect a flat amount of \$5,000 for a dependent child or children, provided the employee enrolls. Medical history not applicable.

Disability Insurance



Disability coverage ensures that you will have some income in the event that you are unable to work due to injury, illness or pregnancy/childbirth. As a Classified Staff member, you have Short Term and Long Term Disability options. The Standard Insurance Company administer these benefits.

The Standard Insurance Company
 Life and Disability Policies
 1-800-628-8600
www.standard.com
[Plan Premiums website](#)

Short Term Disability

Enrollment in Short Term Disability is automatic. Premiums are paid by CU and income benefit is taxable should you file a claim.

This insurance will pay 60% of your pre-disability earnings after the benefit waiting period until you either return to work or until the end of the 150-day maximum benefit period.

[CU Classified Staff Short Term Disability Insurance Certificate](#)

Long Term Disability

Long Term Disability is optional, and you will pay the premiums. The income benefit is not taxable, should you file a claim. This coverage is subject to approval by The Standard Insurance Company. You can apply at any time during the year by completing the [Medical History Form](#). If approved, the benefit will be effective the first of the month following approval by The Standard Insurance Company.

If you are unable to return to work after 180 days, Long Term Disability will begin to provide 60% of your pre-disability earnings until the end of the maximum benefit period.

[CU Classified Staff Long Term Disability Insurance Certificate](#)

Long Term Disability – maximum benefit period by age

If disabled at age:	Benefits continue until:
61 or younger	Age 65
62	3 years 6 months
63	3 years
64	2 years 6 months
65	2 years
66	2 years 6 months
67	1 year 6 months
68	1 year 3 months
69	1 year

Short Term and Long Term features and considerations

Features and Considerations	Short Term Disability	Long Term Disability
Income benefit amount	60% of the first \$3,850 of your weekly pre-disability earnings, reduced by deductible income, for a maximum weekly benefit of \$2,310	60% of pre-disability earnings, not to exceed a benefit of \$10,000 per month
Maximum benefit period	150 days	based on age (see below)
Premium	Premium paid by CU.	Premiums based on age and PERA vested status.
Effective date (subject to Active Work Provisions)	Automatic enrollment – benefit is effective the first day of your benefits eligibility.	<p>First of the month following approval by The Standard.</p> <p>Employee may apply at any time by sending the Medical History Statement to The Standard Insurance Company. Standard will notify employee and CU if approved or denied.</p>
Benefit waiting period	Benefit waiting period is the period you must be continuously disabled before short term disability benefits become payable. No short term disability benefits are payable for the benefit waiting period. The benefit waiting period is 30 days from the date of disability. During the 30-day waiting period before short term disability benefits begin, employees are required to use accrued leave, including the use of accrued annual (vacation) leave once accrued sick leave has been exhausted.	Six months from the date of disability or exhaustion of sick leave, whichever is later.
Is this benefit taxed?	Benefit is taxable income.	Benefit is not taxable income.
Benefit claim process	Contact your campus Human Resources department and Employee Services within 30 days of disability.	Contact your campus Human Resources department and Employee Services three to four months following disability.

For detailed information see the applicable policy documents:

[CU Short Term Disability Policy](#)
[CU Long Term Disability Policy](#)
[Classified Staff Plan Premium](#)

Retirement Plans



CU helps Classified Staff members save for retirement by generously contributing to a mandatory retirement plan. CU also provides eligible employees with the opportunity to bolster their retirement savings with voluntary plan options. When you are hired by the university, you are placed into a mandatory plan based on your job classification/eligibility and your PERA (Public Employee Retirement Association) history. Please follow the guidelines below to determine your plan eligibility.

[PERA Mandatory Plans website](#)

Mandatory retirement plans

All Classified Staff must participate in one of the two PERA Mandatory Plans, the Defined Benefit Plan or Defined Contribution Plan.

- If you do not have a PERA Defined (DB) Plan or PERA Defined Contribution (DC) Plan, or if you have one but have not contributed to it in more than 12 months, you will receive the CU PERA Classified Options letter for [PERAChoice](#).^{*}
 - You will have 60 days to make your election of the PERA DB Plan or the PERA DC Plan
 - If you do not make your election within 60 days, you will default into the PERA DB Plan.
- If you have a PERA DB Plan and have contributed in the past 12 months, you will be placed in your PERA DB Plan.
- If you have a PERA DC Plan and have contributed in the past 12 months, you will be placed in your PERA DC Plan.

^{*}CU PERA Classified Options is referred to as [PERAChoice](#) by PERA. For information regarding the difference between the PERA DB and PERA DC Plan, please visit www.copera.org.

Mandatory plan participation details

PERA Mandatory Retirement Plan Details:

Plan Feature	Defined Benefit Plan (DB – pension)	Defined Contribution Plan (DC)
Your contributions	11% of PERA-includable salary (gross income less any IRS Section 125 plan deductions)	11% of PERA-includable salary (gross income less any IRS Section 125 plan deductions)
CU contributions	11.5% plus 5.0% PERA AED, plus 5.0% PERA Supplemental AED which equals 21% of an employee's PERA- includable salary	11.5% plus 5.0% PERA AED, plus 5.0% PERA Supplemental AED which equals 21% of an employee's PERA- includable salary
Vesting	Employee contributions immediately vested. Employer contributions 5-year vesting period.	vesting schedule
IRS limits The IRS imposes limitations each calendar year.	IRS imposes a limitation on the amount of salary that can be considered for contributions: For 2023: \$330,000 for calendar year.	IRS imposes two limitations: 1. On the amount of salary that can be considered for contributions: For 2023 is \$330,000. 2. On the amount of contributions by employer and employee combined: For 2023 is \$66,000.

Public Employee Retirement Association

PERA 401(k), 457
 303-832-9550
 1-800-759-7372
www.copera.org

Voluntary retirement plans



If you would like to do more to prepare for retirement, CU offers employees three voluntary savings plans.

[Voluntary Retirement Plans Full Guide](#)

You do not need to be a PERA member to have a PERA 401(k) or 457 account, and likewise, PERA participants can have a 403(b) account.

Retirement plans	Eligibility job code	Plan administrator
University of Colorado 403(b) – Voluntary Plan Pretax and ROTH options	all employees	TIAA
PERA 401(k) – Voluntary Plan	all employees	PERA/Empower
PERA 457 – Voluntary Plan	all employees	PERA/Empower

How the plans work

- The defined contribution plans allow you to create an individual account to set aside money on a pretax basis, and the University of Colorado 403(b) also has a ROTH after tax contribution option.
- Your benefits are based on the contributions credited to these accounts, plus or minus investment gains or losses. Investment risk and investment rewards are assumed by each individual, not by PERA or CU.
- These are 100% employee contributions, meaning there is no match from CU.

How much can you contribute?

All three plans have no minimum contribution. You can decide how much of your pay to contribute. Your contributions will be pretax and lower your taxable income. By using the correct combination of voluntary plans, the 2023 IRS limits allow you to contribute a combined total of \$45,000 if you are under age 50, or \$60,000, if you are age 50 or older.

The 2023 IRS contribution limits for voluntary retirement plans are as follows:

- The CU 403(b) and the PERA 401(k)* have a combined limit of \$22,500. If you are age 50+, the IRS allows you a catch-up contribution of \$7,500, for a total of \$30,000.
- The PERA 457 has a separate limit of \$22,500. If you are age 50+, the IRS allows you a catch-up contribution of \$7,500, for a total limit of \$30,000.

*The aggregated 415c contribution limit is \$66,000. This means the PERA 401(k) aggregates with the CU 401(a) Mandatory Retirement plan. If you are contributing to the PERA 401(k), the contribution limits will aggregate with your CU 401(a), excluding the PERA 401(k) catch-up of \$7,500. Individuals nearing their CU 401(a) limit can maximize their contributions by using the CU 403(b), which does not aggregate with the CU 401(a).

How can you enroll?

[CU 403\(b\) How to Enroll](#)

[PERA 401\(k\) How to Enroll](#)

[PERA 457 How to Enroll](#)

TIAA

University Retirement Plan CU 401(a) Plan #406787

CU 403(b) Plan #406788

1-800-842-2252

www.tiaa.org/cu

Public Employee Retirement Association

PERA Mandatory Plans PERA 401(k), 457

303-832-9550 ~ 1-800-759-7372

www.copera.org

Personal Financial Consultations



As a CU employee, you can get personalized financial guidance without any additional cost to you. Through your CU employment, you are entitled to one-on-one sessions with financial professionals from TIAA, the university's retirement plan service provider. Call 1-800-732-8353 or [visit the TIAA website](#) to schedule your no-cost appointment.

Tuition Assistance Benefit (TAB)



As a leader in education, we value strong, curious minds and continued growth, not just for our students, but also for our dedicated workforce.

As benefits eligible Classified Staff, you may be entitled to the Tuition Assistance Benefit for yourself, or your dependents at any of our CU campuses.

Visit the [CU TAB website](#) to learn more.