

## REDUCED SCHEDULE

### What does it mean for my benefits?

Below is a summary of how the reduced schedule will affect benefits. Please read it carefully and reach out to [dsullivan@wittenberg.edu](mailto:dsullivan@wittenberg.edu), [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu), or call 937-327-7519 with questions.

#### MEDICAL, DENTAL, VISION AND SUPPLEMENTAL LIFE INSURANCE(S)

While on reduced schedule, employee cost-share of the [monthly premium](#) must continue to be paid each month to remain covered under the plans.

Benefit premiums will continue to be deducted through payroll deduction from the reduced schedule salary.

- Should the reduced schedule salary not be enough to cover benefit cost-shares, the employee must mail a check to the University for the remaining balance. In this instance, payment can be paid on a monthly basis (pay each month) or aggregate monthly basis (pay once for 2, 3, or more months). Checks must be **received by the 10<sup>th</sup> of each month** to maintain coverage. Make checks payable to Wittenberg University and mail to Wittenberg University, Department of Human Resources, PO Box 720, Springfield, OH 45501.

#### HEALTH SAVINGS ACCOUNT (HSA)

While on reduced schedule, there are two options for the Health Savings Account (HSA).

**OPTION 1:** HSA contributions will continue to be deducted through payroll deduction on the reduced schedule salary. Should the reduced schedule salary not be enough to cover the regular HSA contributions, contact HR to discuss options.

**OPTION 2:** Change the current HSA contribution by completing the [HSA Contribution/Change Form](#) and submitting it to HR prior to the [payroll cutoff date](#) for the effective month.

- Remember, HSA funds already contributed to your account are always available to use for out-of-pocket health care expenses during this time.

#### HEALTHCARE FSA (HC-FSA) AND LIMITED PURPOSE FSA (LP-FSA)

Contributions for HC-FSA and LP-FSA will continue to be taken through payroll deduction during the reduced schedule period. Should the reduced schedule salary not be enough to cover regular FSA contributions contact HR to discuss options.

- Remember, the full 2020 annual election amount for HC-FSA and LP-FSA funds is available for eligible out-of-pocket expenses during your reduced schedule period.
- Employees may not drop HC-FSA or L-FSA unless there is a change in status that results in loss of healthcare coverage. Since employees are not losing healthcare coverage while on a reduced schedule, HC-FSA and L-FSA changes cannot be made.

### **DEPENDENT CARE FSA (DC-FSA)**

There are two options for employees with a Dependent Care FSA.

**OPTION 1:** Contributions to the DC-FSA will continue to be taken through payroll deduction from the reduced schedule salary. Should the reduced schedule salary not be enough to cover the regular FSA contributions, contact HR to discuss options.

**OPTION 2:** Contributions to Dependent Care FSA may be changed or stopped as part of a special provision in the CARES Act. See the [Instructions for CARES Act DC-FSA Change](#) and submit the [FSA Contribution/Change Form](#) to HR **prior to the payroll cutoff date** for the effective month.

### **TIAA 403(b) RETIREMENT PLAN**

***As announced by Dr. Frandsen on 4/21/2020, the university 403(b) match has been temporarily suspended for all employees.***

During the reduced schedule period, there are two options for TIAA 403(b) Retirement contributions.

**OPTION 1:** Current elected TIAA 403(b) contributions will continue to be taken through payroll deduction from the reduced schedule salary. Should the reduced schedule salary not be enough to cover the current elected TIAA contribution, contact HR to discuss options.

**OPTION 2:** Change the current elected TIAA contribution by completing the [Salary Reduction & Elective Deferral Agreement](#) and submitting it to HR prior to the [payroll cutoff date](#) for the effective month.

### **BASIC LIFE AND AD&D INSURANCES**

All benefit eligible employees have university paid Basic Life and AD&D coverage. The university will continue to pay the full Life and AD&D premium on their behalf and on their full, regular salary. No action is needed.

### **LONG TERM DISABILITY INSURANCE (LTD)**

Salaried, exempt employees have university paid LTD coverage. The university will continue to pay the full LTD premium on their behalf and on their full, regular salary. No action is needed.