
Introducing Your NYU Employee Benefits Sergeant Guards - Code 107 SGT

New York University offers a comprehensive program of benefits designed to meet the diverse needs of a unique workforce. In addition to benefit plans that protect you and your family financially in the event of health care expense or loss of income due to disability or death, NYU also provides a foundation for your future financial security with a non-contributory Pension Plan. The University also provides you with the opportunity to build on that foundation with a 403(b) Supplemental Tax-Deferred Annuity Plan. The University is equally proud of its many work-life programs, which help employees balance the demands often placed on working families. It also provides liberal tuition benefits for an education at NYU.

If you have any questions about anything that's covered here, contact the NYU Benefits Office via email at benefits@nyu.edu. The Benefits Office is located at 7 East 12th Street, 2nd floor; the phone number is 212-998-1270. Please call first to schedule an appointment.

For More Information...

You are entitled to receive a Summary Plan Description (SPD) according to the rights and protections guaranteed under the Employee Retirement Income Security Act of 1974 (ERISA).

An SPD provides a summary of the benefits available under the employee benefit plans.

You can find and print out the SPDs from the NYU Human Resources web site at www.nyu.edu/hr.

If you do not have access, please contact the NYU Benefits Office via phone at 212-998-1270 or via e-mail at benefits@nyu.edu and you will be sent the SPDs in printed form.

Note: The benefit plan descriptions in this booklet only highlight your benefits. More complete information and important exclusions can be found in the Summary Plan Descriptions available at the NYU Benefits Office. The formal plan documents, also available in the NYU Benefits Office, contain all the plan details and legally govern their operation. The University reserves the right to change, amend, or terminate benefit coverage at any time. Contact the NYU Benefits Office for the most up-to-date information. New York University is an affirmative action, equal opportunity employer.

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MEDICAL PLAN OPTIONS

You have quality medical plans from which to choose coverage.

Health Maintenance Organizations

You may choose to enroll in one of the following three health maintenance organizations (HMOs) offered by NYU as long as its services are available in your residential area:

- Aetna HMO
- HIP HMO
- Oxford Health Plans HMO

When Does Coverage Begin?

Your coverage begins on the day after you complete three months of employment with NYU.

How the HMO Plans Work

Primary Care Physician

When you enroll in an HMO, you select a Primary Care Physician (PCP) from the HMO's provider directory or web site. To receive care from a specialist or other provider who is part of the network, you must obtain a referral from your PCP.

Copays

HMOs usually require copays for doctor's office visits, prescription drugs, and certain other services. The Health Plan Comparison Chart included in your enrollment kit or available on request from the HR Benefits web site, includes the copays you will incur for each service under each HMO.

Out-of-Pocket Costs

With an HMO, your out-of-pocket costs are typically limited. That's because the HMO negotiates with providers in its network to provide quality services at discounted rates; in exchange, you're required to receive all your treatment from physicians, specialists, hospitals, and other providers who are part of the HMO's network. You generally are not covered for services received from a provider outside the network.

What's Covered

The HMOs cover hospitalization, doctor's office visits, surgery, and other medically necessary care. In addition, these plans each provide some wellness and preventive care services. For details on rules and coverage within each HMO, refer to the Health Plan Comparison Chart or the HMO kits. All of this information is also available online at www.nyu.edu/hr/benefits.

Vision Care

The Eye Care Plan of America (ECPA) is a discount program offered to all NYU employees regardless of which medical plan they choose. Employees can use their membership ID card to access ECPA preferred pricing on eyewear and vision care materials. The optical department at NYU Health Services participates in the ECPA discount program.

Some Important Facts About Medical Coverage

Here are some important facts to consider:

Cost

NYU provides medical coverage at no cost to you.

Covering Dependents

You may choose one of the following coverage categories:

- Single (self only);
- Two-person (self plus one eligible dependent*); or
- Family (self plus two or more eligible dependents).

Note: Proof of the dependent relationship (e.g., marriage certificate, birth certificate showing both the parents' and child's names) is required before dependents can be enrolled.

In addition, you may enroll a registered same-sex domestic partner. For more information, contact the NYU Benefits Office.

Dependent children are eligible for coverage up to age 19 or up to age 25 while a full-time student.

Changing Coverage

You can change your health care coverage once a year during the fall open enrollment period. If you change your coverage during the enrollment period, your new coverage will go into effect January 1 of the following year. You can change the level of your coverage during the year only if you have a qualifying status change. See page 26 for more details.

Default Coverage

If you don't enroll within 31 days after your eligibility date, you automatically default to employee only coverage under the HIP HMO plan. Unless you have a qualifying status change, your default coverage stays in effect for the rest of the year. You'll have the opportunity to make changes for the following calendar year during the next open enrollment period.

Women's Health and Cancer Rights Act of 1998

In 1998, the United States Congress passed the Women's Health and Cancer Rights Act. This act affects both group and individual health plans that provide medical/surgical coverage for a mastectomy. This act requires these health plans to provide coverage for reconstructive surgery and related services that may follow a mastectomy.

In compliance with the law, NYU medical plans cover the following services:

- Coverage will be provided for reconstructive surgery of the breast on which a mastectomy has been performed.
- Coverage will be provided for surgery and reconstruction of the other breast to produce a symmetrical appearance.
- Coverage will be provided for prostheses and physical complications through all stages of a mastectomy, including swelling associated with removal of lymph nodes.
- Coverage will be in a manner that is determined in consultation with the attending physician and patient.

The plan deductibles, coinsurance, and copayments that are in effect at the time service is provided will apply to the coverage described above.

All other terms and conditions of your NYU medical plan will apply to this coverage.

If you have any questions or concerns about how this legislation affects you and your health plan, please call the customer service telephone number on your health plan identification card.

Continuation of Coverage

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides special rules that allow you to continue medical and dental coverage for a period of time after coverage would otherwise end. Should this happen, NYU will contact you with instructions for continuing coverage. During the continuation period, you'll pay the full cost of coverage plus a 2% administrative fee.

Coverage is available if your coverage ends because of termination (except for gross misconduct) or because you are no longer eligible for coverage. You can continue coverage under your medical benefits plan for up to 18 months (if you become disabled within the first 60 days of COBRA coverage, coverage can continue for an additional 11 months).

How COBRA Could End

Continued coverage under your medical benefits plan (COBRA) could end under the following circumstances:

- NYU stops providing group health plan benefits;
- You do not make the required monthly payments in a timely manner;
- You obtain new coverage under another group health plan (for example, a new employer), unless the new plan has a pre-existing condition limitation.

Coverage Certification

Based on provisions of the Health Insurance Portability and Accountability Act, which went into effect June 1, 1997, if you leave NYU after this date, you'll receive a certificate confirming your period of coverage under your medical benefits plan. This certificate will be provided when your coverage as an active employee ends, when your coverage under COBRA ends, or upon your request within 24 months after coverage under the plan ends.

Converting to an Individual Policy When Your Coverage Ends

If you have been employed by NYU for at least three months, and your coverage under the medical benefits plan ends or the period during which coverage has been continued at your own expense has ended, you may be able to convert your coverage to an individual policy. The insurance company determines the medical coverage you receive and the premium you pay.

Keep in mind, the coverage available under an individual policy may not be as comprehensive as that provided by NYU. In addition, you'll pay more for coverage because your premiums will be based on an individual policy rate, not a group rate.

To make this conversion, you must apply for an individual policy in writing within 31 days after your NYU coverage ends. Applications are available at the NYU Benefits Office.

THE NYU DENTAL ASSISTANCE PLAN

You're automatically enrolled for coverage for yourself under the NYU Dental Assistance Plan, which is administered by MetLife.

When Does Coverage Begin?

Your coverage begins on the day after you complete three months of employment with NYU.

What's Covered?

Some dental expenses are covered in full, while others are reimbursed according to a schedule of benefits. The annual maximum benefit for dental coverage per covered person is \$1,500 per calendar year and includes any charges for periodontal or orthodontic treatment.

DIAGNOSTIC AND PREVENTIVE

The plan pays 100% of reasonable and customary (R&C) covered expenses.

| | |
|----------------------------------|--------------------------|
| Cleaning, scaling, and polishing | Twice each calendar year |
| Fluoride treatments | Twice each calendar year |
| Full mouth X ray | Once every 36 months |
| Routine oral exams | Twice each calendar year |
| Supplemental X rays | Twice each calendar year |
| Sealants (children to age 19) | Once every five years |

Corrective and Restorative

You pay the initial cost of services and the plan reimburses you up to the amount shown on the Schedule of Covered Dental Procedures, which is included in the NYU Dental Assistance Plan SPD.

Crowns

Fillings

Oral surgery

Orthodontia

(lifetime maximum: \$1,500/person)

Periodontics

(lifetime maximum: \$2,500/person)

Root canal therapy

Tooth extractions

Temporomandibular Joint Syndrome (TMJ)

(lifetime maximum: \$1,500/person)

See Dental Schedule
for maximum
reimbursement
amounts

How Benefits Are Paid

Here's how the NYU Dental Assistance Plan pays benefits:

Diagnostic and Preventive Services

- The plan pays 100% of R&C charges. There is no annual deductible and no lifetime maximum. The maximum total benefit paid for each covered person is \$1,500 per calendar year.

Corrective and Restorative Services

- Dollar allowance amounts are determined by the *Schedule of Covered Dental Procedures*, which you'll find in the NYU Dental Assistance Plan SPD.
- The maximum total benefit paid for each covered person is \$1,500 per calendar year.
- Each calendar year, the first \$50 of scheduled benefits will count toward your deductible.

- If you cover your family, only three people are subject to the \$50 calendar-year deductible.

Some Important Facts About Dental Coverage

Here are some important facts to consider:

Cost

- If you cover yourself only, NYU pays the full cost of coverage.
- If you're enrolled in the two-person or family coverage category, you pay a small part of the cost for your dental coverage. The balance of the premium amount is paid by NYU. Please refer to the Dental Schedule for your contribution rate.

Covering Dependents

You may cover your dependents whether or not you choose to cover them under the NYU Medical Plan.

Note: Proof of the dependent relationship (e.g., marriage certificate, birth certificate showing both the parents' and child's names) is required before dependents can be enrolled.

Changing Coverage

You can change your dental coverage once a year during the fall open enrollment period. If you change your coverage during the enrollment period, your new coverage will go into effect January 1 of the following year. You can change the level of your coverage during the year only if you have a qualifying status change. See page 26 for more details.

EMPLOYEE SPENDING ACCOUNTS (ESAS)

The Employee Spending Account (ESA) Program allows you to save money while you reimburse yourself for eligible health care or dependent care expenses.

NYU Offers Two Types of ESAs

A Health Care ESA to reimburse yourself for medical and dental expenses incurred by you and your dependents; and

A Dependent Care ESA to reimburse yourself for child or other dependent care expenses.

How ESAs Work

You can set aside money from your pay to reimburse yourself for any eligible health care or dependent care expenses you anticipate you'll have during the year.

You do not pay any federal, New York State, New York City, or Social Security taxes on the amounts you set aside in your ESAs. (Check the provisions of your locality for tax deductibility of your contributions. Please note that states other than New York may tax ESA contributions. If this is the case, you will be required to add your ESA election amount to your taxable income when you file the tax return for that locality.)

When you have an eligible health care or dependent care expense, you pay it and then reimburse yourself with money from the appropriate ESA.

Contributions

If you choose to contribute to the ESAs, you can contribute up to a certain amount in each account each year.

| | Minimum | Maximum |
|----------------------------|---------|---------|
| Health Care ESA | \$120 | \$120 |
| Dependent Care ESA* | \$5,000 | \$5,000 |

*Note: If you are considered a highly compensated employee by the IRS, your maximum amount may be decreased. Refer to the NYU Employee Spending Accounts SPD for specific information on IRS regulations.

When Can You Participate?

You're eligible to participate in the Employee Spending Accounts on the first day of the month following completion of three months of employment. For participation to begin the NYU Benefits Office must receive your completed enrollment form within 31 days after you become eligible or the date you received benefits information, whichever is later.

Automatic Reimbursement for Dental Claims

If you're going to enroll in a Health Care ESA you need not submit ESA Withdrawal Requests in order to claim funds from your Health Care ESA as long as your dental claim is processed first by the NYU Dental Assistance Plan (administered by MetLife). Your dental claims will be automatically forwarded to your Health Care ESA for reimbursement.

Here are some important things you should know about Automatic Reimbursement:

If you and your dependents are covered by another dental insurance program and you coordinate benefits with the other plan, your claim must be processed by both of your medical or dental plans before you can file a claim with your NYU ESA. Therefore, you should cancel this automatic claim reimbursement feature. You can deactivate claim reimbursement from your Health Care ESA by calling United HealthCare at 1-877-311-7849.

You will still need to send in an ESA Withdrawal Request to claim funds from your Health Care ESA for expenses that were not submitted to the NYU Dental Assistance Plan (e.g. expenses for claims processed via your spouse's plan).

The minimum reimbursement amount is \$25. If the amount of unreimbursed expense is less than \$25, the claim will be held until additional claims are received, processed, and the total accumulates to \$25.

You will receive separate checks and explanation of benefits for your NYU Dental Assistance plan claim and your Health Care ESA claim.

Some Important Facts about Employee Spending Accounts

ESA elections do not roll over from one year to the next. You need to set up your accounts each year during open enrollment. Only expenses incurred during the calendar year can be reimbursed through that year's accounts.

You may submit claims for costs incurred during the year through April 15 of the following year. Any unused amount remaining in the account will be forfeited. This is an IRS rule.

You must enroll in the accounts within 31 days of the date you become eligible to participate. If you miss the deadline, you may sign up during the next fall open enrollment period for coverage to be effective the following year.

Direct Deposit of Reimbursements

If you choose to participate in the ESAs and your NYU paycheck is currently deposited directly into your bank account, your ESA reimbursements can be *automatically* deposited into your bank account.

If you do not take advantage of direct deposit, you'll receive your reimbursement as a separate check from UnitedHealthcare.

If you currently do not have your NYU paycheck directly deposited, you can arrange to do so by contacting the NYU Payroll Services Office at 212-998-2920 to request a direct deposit authorization form.

COMMUTATION EXPENSE REIMBURSEMENT ACCOUNTS

The Commutation Expense Reimbursement Accounts (CERAs) allow you to reduce your taxable salary to assist you in covering the cost of your commutation expenses to and from your NYU work site. NYU offers two types of Commutation Expense Reimbursement Accounts—one that can be used for mass transit reimbursement and the other for parking reimbursement.

Eligibility

All full-time permanent Sergeant Guards are eligible for this benefit.

When Can You Participate?

You're eligible to participate in the Commutation Expense Reimbursement Account (CERA) **Program** on the first day of the month following completion of three months of employment. For participation to begin, the NYU Benefits Office must receive your completed enrollment form within 31 days after your date of eligibility or the date you received benefits information, whichever is later.

Contributions

Under the program, you may contribute the following amounts.

| | Minimum | Maximum |
|--|-------------------------------|-----------------------------------|
| Mass Transit Commutation Reimbursement Account | \$120 per year/\$10 per month | \$1,200 per year/\$100 per month* |
| Parking Commutation Reimbursement Account | \$120 per year/\$10 per month | \$2,340 per year/\$195 per month* |

* These are the maximum contribution amounts for 2004. As IRS regulations change, these contribution maximums may increase.

Note: The IRS sets the maximum contributions. You cannot be reimbursed for more than the maximum contribution in any given month.

How They Work

- You set aside money from your pay on a pre-tax basis to reimburse yourself for any mass transit or parking expenses you anticipate you will have during the year. You may open both accounts if you incur both mass transit and parking expenses associated with your commute to work.
- In order for expenses to be eligible for tax-free reimbursement, they must be incurred *only for the purpose of commuting between your residence and your work site*.

Eligible Mass Transit Expenses. To qualify for pre-tax reimbursement, expenses for mass transit must be incurred for traveling to and from work via mass transit or in a commuter vehicle such as a bus, train, ferry, or subway.

Eligible Parking Expenses. To qualify for pre-tax reimbursement, expenses for parking must be incurred either near your work site or at a location from which you commute via qualified mass transit (e.g., park and ride).

- The amount you decide to contribute will be taken on a pre-tax basis and placed in your Commutation Expense Reimbursement Account(s).

Direct Deposit of Reimbursements

If you choose to participate in the CERAs and your NYU paycheck is currently deposited directly into your bank account, your CERA reimbursements can be *automatically* deposited into your bank account.

If you do not take advantage of direct deposit, you'll receive your reimbursement as a separate check from UnitedHealthcare.

If you currently do not have your NYU paycheck directly deposited, you can arrange to do so by contacting the NYU Payroll Services Office at 212-998-2920 to request a direct deposit authorization form.

Some Important Facts About the Commutation Expense Reimbursement Accounts

- When you have an eligible mass transit or parking expense, you pay it and then reimburse yourself with money from the appropriate Commutation Reimbursement Account.
- You may submit claims for costs incurred during the calendar year through January 31 of the following year.
- You may start, change or stop your contributions to your accounts throughout the year, but not more frequently than once per month.

Note: IRS regulations do not permit NYU to issue refunds of unclaimed funds. The regulations allow unclaimed funds from 2004 to be deposited into the same type of account for 2005 and NYU will handle unclaimed funds according to the IRS regulations. Should the regulations change, you will be notified.

Frequently Asked Questions

- **Where can I get a claim form?** You can download the claim form from the Human Resources web site at www.nyu.edu/hr.
- **How often can I submit claims for reimbursement?** You can submit a claim for reimbursement as often as you wish.
- **I commute from New Jersey and my mass transit expense is \$165 each month. Why is the maximum for the Mass Transit CERA only \$100 per month?** The limits for the Commutation Expense Reimbursement Accounts are set by Section 132(f) of the IRS code and the NYU CERA program must comply with these limits.

- **I have a Mass Transit CERA for \$65 per month and a Parking CERA for \$50 per month. If in June I spend \$100 on parking and only \$15 on mass transit, can I be reimbursed \$100 for parking in June?** No. You can only be reimbursed up to the monthly maximum that you elected for each account.

- **I reside in my apartment in Manhattan during the week and reside in my home on Lake George on weekends. Can I be reimbursed for the commuting expenses to and from Lake George?** You will not be reimbursed for commutation between residences (e.g., commutation on Sunday night from Lake George to New York in order to be at work on Monday morning).

LIFE AND DISABILITY INSURANCE

Your coverage begins on the day after you complete three months of employment.

| Plan | Your Cost |
|--|---|
| <p>Travel Accident Insurance</p> <p>You are covered under the plan by American International Group (AIG) when you travel on NYU business. For more information about Travel Accident Insurance, contact the NYU Insurance Department.</p> | <p>NYU provides this coverage at no cost to you.</p> |
| <p>Basic Group Life and Accidental Death and Dismemberment Insurance Plan</p> <ul style="list-style-type: none"> ▪ This is a term life insurance plan administered by The Standard Life Insurance Company. ▪ You have \$20,000 of basic life insurance coverage. ▪ In addition, you have coverage of up to \$20,000 in case of accidental death or dismemberment. | <p>NYU provides this coverage at no cost to you.</p> |
| <p>Supplemental Life Insurance Plan</p> <ul style="list-style-type: none"> ▪ This is optional coverage that you can purchase through payroll deductions, administered by The Standard Life Insurance Company. ▪ You can purchase supplemental life insurance coverage in \$5,000 increments, up to a maximum of \$40,000 of coverage. ▪ In case of accidental death or dismemberment, you will have additional insurance coverage up to an amount equal to your supplemental life insurance coverage. ▪ If you do not elect supplemental life insurance when you are first eligible, your application to begin coverage or to increase your coverage must be approved by the insurance carrier, who will require proof of your good health. | <p>You pay \$1.50 per month for each additional \$5,000 of life insurance coverage. NYU pays the remainder of the cost of coverage.</p> |

| Plan | Premium |
|--|---|
| <p>Total and Permanent Disability Feature of the Life Insurance Plan</p> <ul style="list-style-type: none"> ▪ If you are deemed totally and permanently disabled prior to age 60, the first \$7,500 of your basic life insurance will be converted to a monthly disability benefit. The remaining \$12,500 of your basic life insurance will continue as a life insurance benefit. ▪ If you elect supplemental life insurance coverage and become totally and permanently disabled, your supplemental life insurance coverage will also be converted to a monthly disability benefit. For details, consult the Group Life Insurance Certificate available online at www.nyu.edu/hr or from the NYU Benefits Office. | <p>Because total and permanent disability is part of your life insurance coverage, the basic amount is provided by NYU and the supplemental amount is included in your supplemental life insurance premium (see page 14 for details).</p> |
| <p>Sick Pay</p> <ul style="list-style-type: none"> ▪ You start earning sick pay days after you have completed six months of employment and successfully completed your probationary period. ▪ You earn one sick day after six months of employment; one day after nine months of employment; and one day after 12 months of employment. ▪ After 13 months of employment, you accrue one sick day per month, up to a maximum of 12 days per year. ▪ The maximum number of sick days that you can accrue is 60. ▪ If you have perfect attendance for the calendar year, you will receive an attendance bonus of \$250. | <p>NYU provides this benefit at no cost to you.</p> |
| <p>New York State Disability Benefits</p> <ul style="list-style-type: none"> ▪ Should you use up your accumulated days of sick pay, you can start to collect New York State Disability benefits, which replace 50% of your average weekly pay to a maximum benefit of \$170 a week. ▪ Benefits start after you've been absent for five consecutive working days and are payable for up to 26 weeks from the start of a qualifying period of disability. | <p>New York State requires that you pay \$.60 per paycheck for New York State Disability benefits.</p> |

THE NYU TUITION REMISSION PLAN

What's Covered

You, your spouse or your registered same-sex domestic partner, and your dependent children receive **100% tuition remission** for the following programs at NYU:

- One Associate's degree
- One Bachelor's degree

Your spouse or your registered same-sex domestic partner is eligible to receive 100% tuition remission for one Master's degree program at NYU.

In addition, *you* receive **100% tuition remission** for the following programs at NYU:

- Two Master's degree programs
- One Doctoral degree program
- Diploma programs at the School of Continuing and Professional Studies (SCPS)
- Approved work-related courses at SCPS
- Certificate programs at degree granting schools

And, *you* receive **80% tuition remission** for the following programs at NYU:

- Certificate programs at SCPS
- Non-credit, non-work-related courses at SCPS

Important: *You must be matriculated at NYU in order to receive tuition benefits.*

Who Is Eligible to Participate?

You, your spouse or your registered same-sex domestic partner, and your dependent children are eligible to receive tuition benefits at NYU.

When Can You Participate?

You are eligible to participate in the Tuition Remission Plan after you have completed three months of employment at NYU and successfully completed your probationary period.

Your spouse or registered same-sex domestic partner is eligible for undergraduate tuition remission **after** you have completed three months of employment. There is no waiting period if your spouse or registered same-sex domestic partner is enrolled in a graduate degree program.

Your dependent **children** are eligible for undergraduate tuition remission after you have completed three years of employment at NYU.

Some Important Facts About Tuition Remission

- Tuition remission benefits are not available for any programs at the following NYU schools:

NYU School of Law

NYU School of Medicine

NYU College of Dentistry (except tuition benefits are available for the following programs: AAS in Dental Hygiene; BS in Dental Education; MS in Biomaterials; MS in Clinical Research; MS in Bio/Oral Biology)

Stern School of Business' *Executive* MBA program (tuition remission benefits are available for the regular Stern MBA program)

Any courses at SCPS that are not approved for tuition remission.

- You and your spouse or registered same-sex domestic partner may each use up to nine credits per semester under the NYU Tuition Remission Program.
- The value of graduate tuition remission may be subject to taxation by the IRS. Please check with the NYU Benefits Office for details.

Note: The provisions of NYU's Tuition Remission Plan are subject to change.

RETIREMENT BENEFITS

The NYU Staff Pension Plan

NYU pays the full cost of the Staff Pension Plan.

When Can You Participate?

If you're in an eligible job category, you can generally begin participating in the NYU Staff Pension Plan on the **September 1** after you reach age 21 and have completed one year of service with NYU.

Figuring your benefit. Plan benefits are calculated using a formula that multiplies your final average earnings by a percentage that increases with each service milestone you reach. In other words, the longer you're with the University, the higher you're pension will be.

Vesting. You are fully vested once you have completed five years of service.

Normal retirement. Normal retirement is at age 65, although you may retire before or after then (assuming you meet Plan requirements).

Payment options. While benefits are normally paid to you as an annuity, there are a number of payment options that allow you to also provide benefits to your surviving spouse or other beneficiary.

Supplemental Tax-Deferred Annuity Plan

The Supplemental Tax-Deferred Annuity Plan (STDA) is a defined contribution plan, which is authorized by Section 403(b) of the Internal Revenue Code. You make all contributions to this plan.

When Can You Participate?

You are eligible to join the Supplemental Tax-Deferred Annuity (STDA) Plan on the day you are hired at NYU.

How the Plan Works

- You can contribute up to the IRS limit for your age as shown on the next page.
- Your contribution, which is deducted from your salary on a before-tax basis, is deposited into your 403(b) plan account.
- You choose where you want your contributions to be invested. You may select from 10 TIAA-CREF funds and more than 60 Vanguard mutual funds.
- You can divide your contributions among any number of these funds.

Advantages of the STDA Plan

Tax-deferred contributions. Your contributions are tax-deferred. This means you do not pay current federal, New York State, or New York City taxes on these amounts. (Check the provisions of your state and locality for tax deductibility of your contributions.)

- **Full vesting.** You are fully vested from the time you join. This means that you never forfeit any money accumulated in your accounts even if you leave NYU.
- **Transfer flexibility.** You may transfer money between funds at any time.
- **Compounding of returns.** Your earnings compound tax-deferred while your funds are invested in the STDA. This means that returns grow faster than if part of them went to pay taxes each year.

Contributions to the Plan

You determine the amount you wish to contribute. However, the allowed maximum contribution amount is limited by law.

Allowed Maximum Contribution Amounts Under The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)

| If you are under age 50 | If you are age 50 or older |
|--------------------------------|-----------------------------------|
| 2004 — \$13,000 | \$16,000 |
| 2005 — \$14,000 | \$18,000 |
| 2006 — \$15,000 | \$20,000 |

Note: NYU does not make contributions to the STDA.

LONG TERM CARE INSURANCE

NYU offers a voluntary Long-Term Care Insurance Plan through John Hancock Financial Services, Inc. Long-term care insurance is not medical insurance, rather it protects you and your family against costs associated with extended care needs because of an accident, long-term illness, or the effects of aging. The plan covers charges for care received in a qualified nursing home, an alternate care facility, an adult day care center, or care at home.

Eligibility

This plan is available to all full-time benefits-eligible employees and/or their spouse or registered same-sex domestic partner, retired employees and their spouse, surviving spouse or registered same-sex domestic partner, and parents and parents-in-law of eligible employees and retirees (under the age of 80).

Enrollment

If you elect long-term care insurance, you pay the full cost of this plan.

If you, as an employee, apply for coverage within 31 days of your date of hire, you will be automatically accepted for coverage regardless of your current health status. You must be actively working for coverage to begin.

Your spouse or registered same-sex Domestic Partner who applies within 31 days of your eligibility date for University benefits must provide proof of good health by completing an enrollment form.

All other applicants will be required to provide proof of good health by completing the standard applications, including the statement of health section.

When Can You Participate?

You're eligible to participate in the Long-Term Care Insurance Plan on the date you are hired by NYU. You will be automatically accepted for coverage, regardless of your current health status, if you apply for coverage within 31 days of the date you are hired by NYU.

Note: You can apply for Long-Term Care Insurance coverage later, but you will have to complete a health questionnaire, and may be declined.

For More Information

Visit the NYU long-term care web site and enter the following information:

Web Site Address:

<http://nyu.jhancock.com>

username: nyu

password: jhancock

You can also call John Hancock at 800-888-3754.

QUALIFYING STATUS CHANGE

Generally, you can only change your benefit elections during the calendar year if you have a qualifying status change.

Changing Dependent Coverage

You can add or delete eligible dependents from your medical or dental coverage only:

- During the fall open enrollment period each year; or
- Within 31 days of a qualifying status change.

Changing Supplemental Life Insurance Coverage

You may begin or increase the level of your supplemental life insurance coverage without proof of good health only:

- When you are first eligible for supplemental life insurance coverage; or
- Within 31 days of a qualifying status change.

To begin or increase the level of your supplemental life insurance coverage at any other time, you are required to submit a written application for coverage and proof of good health to the insurance carrier. If your application is approved, coverage will begin on the first day of the month after the NYU Benefits Office receives the insurance carrier's approval.

You can decrease or cancel your supplemental life insurance coverage at any time.

***Note:** The change in your level of coverage will be effective as of the date of the status change or, for supplemental life insurance, the date the NYU Benefits Office receives your written election.*

Eligible Qualifying Status Changes

A qualifying status change occurs when:

- Your marital status changes (or you register or revoke a same-sex domestic partnership).
- You increase or decrease your number of dependents (birth, death, adoption or placement for adoption).
- Your dependent child is no longer eligible for coverage according to the terms of the plan(s) (exceeds age 19 or 25 if a full-time student or marries).
- A court decree orders that you must provide health coverage for your dependent.
- Your or your dependent's work site changes.
- Your or your dependent's residence changes.
- Your dependent's Medicare/Medicaid eligibility status changes.
- Your spouse's/partner's employer's plan has a different plan year and open enrollment period than NYU's.
- Coverage under your spouse's/partner's plan is significantly curtailed or ceases.
- Your spouse's/partner's employer adds new health plan options.
- NYU adds new health plan options.
- Your provider of dependent care changes.
- Your cost for dependent care significantly increases or decreases.
- You or your spouse/partner commences or returns from a Family and Medical Leave Act (FMLA) leave.

***Note:** The term “dependent” refers to any of the following as defined by the plan: your spouse, your same-sex domestic partner that you have registered with the NYU Benefits Office, your child, your step-child, your adopted child or child placed with you for adoption, the child of your registered same-sex domestic partner.*

BALANCING WORK AND HOME RESPONSIBILITIES

Child and Adult Care Consultation and Referral Program

Ceridian LifeWorks® provides comprehensive child and adult care information and referral services for all NYU employees.

The services related to parenting include:

- Choosing quality child care and referrals to licensed programs for children from birth through school age
- Accessing educational options from preschool through college
- Accessing services for children with special needs
- Becoming a parent, adopting a child, step-parenting
- Child development.

The services for adult dependent/elder care include:

- Understanding the aging process
- Dealing with disability
- Long-distance care-giving
- Choosing and evaluating home care options and community services
- Legal and financial planning.

You may contact Ceridian Life Works® by calling 888-267-2183 (TTY/TDD:800-346-9188) or by accessing their website at www.lifeworks.com (User ID = nyu, Password = 1103).

Neighborhood Child Care Programs

Quality child care programs are located right in the NYU community; some offer priority spaces for NYU faculty and staff.

- **Creative Steps Playgroup, 4 Washington Square Village, Apt 1-D, 212-982-2273.** Part-time program serving children ages two to three. (Priority to NYU)
- **Greenwich House Preschool, 27 Barrow Street, 212-741-2231.** Full-time, year-round program serving children over ages two-and-a-half through five. (Priority to NYU)
- **Greenwich Village Center of Children's Aid Society, 219 Sullivan Street, 212-254-3074.** Early care and school-age programs serving children ages 10 months through teenage years.
- **Manhattan Kids Club, 21 East 13th Street, 212-741-7292 and 629 East 14th Street, 212-533-1977.** Full-time program serving children ages three months through five years.
- **University Plaza Nursery School, 110 Bleeker Street, 212-677-3916.** School day program, with extended day option, serving children ages two through five. (Priority to NYU)
- **Washington Square Preschool, 135-7 West 4th Street, 212-777-1620.** Full-time program serving children ages two through five. (Priority to NYU)

Finding Schools

The Office of Work-Life Services provides consultation and information to families with children ages four and older on educational options, issues to consider when choosing a school, and discounts at local private schools. For more information and assistance, call 212-998-9085 or email worklife@nyu.edu.

For More Information

For more information about these programs visit www.nyu.edu/hr or contact the Office of Work-Life Services by emailing worklife@nyu.edu or by calling 212-998-9085.

DEPENDENT COVERAGE

Eligible Dependents

Your eligible dependents include:

- Your legal spouse;
- Your same-sex domestic partner whom you registered with the NYU Benefits Office;
- Your children and/or the children of your spouse or registered same-sex domestic partner:

Children must be natural, legally adopted, or placed with you for legal adoption;

Children must be unmarried;

Children are eligible for coverage through the latest of:

- The end of the calendar year in which they reach age 19 if they are not a full-time student;
- The end of the month in which they graduate or are no longer enrolled as a full-time student at an accredited educational institution;
- The end of the calendar year in which they reach age 25 if still enrolled as a full-time student at an accredited educational institution; and
- The date they get married.

Please note that children can be covered indefinitely, as long as they were found to be mentally retarded, physically handicapped, mentally ill, or developmentally disabled before they reach age 19 and they remain unmarried and dependent on you for support. **Note 1:** *To continue coverage beyond the age restriction, you may need to provide requested satisfactory proof (no more than once a year) to the medical or dental provider confirming that the child remains unable to work and is dependent on you for support.*

***Note 2:** If you and your spouse or registered same-sex domestic partner are both employees of NYU, and you are both eligible for coverage under an NYU medical or dental plan, you will each be covered separately. Also, your eligible children may only be covered under the plan of one parent—either your plan or that of your spouse or registered same-sex domestic partner. Some plans require an employee contribution and some may differ slightly in plan design. You should cover your dependents under the plan of the parent whose out-of-pocket costs plus monthly contributions are lowest. The NYU Benefits Office can assist you in determining the most cost-effective plan for your family.*

What is a Domestic Partner?

A domestic partnership is defined as two individuals of the same gender who live together in a long-term relationship of indefinite duration. Additionally, partners agree to be jointly responsible for each other's common welfare and to share financial obligations. Partners may not be related by blood to a degree of closeness which would prohibit legal marriage in the state in which they legally reside.

You are encouraged to speak with a tax advisor before enrolling your Domestic Partner and/or your Partner's child(ren). You may name anyone as a beneficiary on group life insurance. It is not necessary to register a Domestic Partner to name that person as beneficiary. With regard to the NYU Local One Security Officers Money Purchase Pension Plan or Supplemental Tax Deferred Annuity Plan, you may name anyone as your beneficiary. Change of beneficiary forms for TIAA-CREF and Vanguard are available from the NYU Benefits Office.

***Note:** Domestic partners must register with the NYU Benefits Office before they can enroll for coverage.*

Proof of Relationship

You're required to provide proof of relationship of your dependents if you elect to cover them under an NYU medical or dental plan. This may include a copy of one of the following: Marriage certificate; NYU domestic partner registration affidavit; birth certificate that shows the names of both the parent and the child; final adoption papers; or documentation substantiating placement for adoption.

NYU RESOURCES

How and Where to Reach Us

The NYU Benefits Office is available to assist you.

- **By phone**
212-998-1270
- **By email**
benefits@nyu.edu
- **By visiting our Human Resources home page**
www.nyu.edu/hr
- **By fax**
212-995-4050
- By visiting the NYU Benefits Office in person (please call to make an appointment)
Fairchild Building
7 East 12th Street, 2nd Floor
Campus Mail Code: 8923
Hours:
Monday – Thursday: 9 a.m. to 5 p.m.
Friday: 9 a.m. to 12 noon

How to Reach the Plans

You can call the health plans for more information or to locate a doctor or specialist in your geographic area. Contact TIAA-CREF or Vanguard for retirement-related information. Here's how:

| Plan or Group Number | Provider | Phone Number | Internet Address |
|--|---|---------------------|---|
| SI 139423 | Aetna HMO | 800-323-9930 | www.aetna.com |
| 1009164000 | HIP HMO | 800-447-8632 | www.hipusa.com |
| NY00901 | Oxford Health Plans HMO | 800-444-6222 | www.oxhp.com |
| ECPA Access | Eye Care Plan of America | 800-221-3272 | www.ecpa.com |
| 84542 | Metropolitan Life Insurance Company | 800-942-0854 | www.metlife.com |
| 175399 | United Healthcare Employee Spending Accounts | 877-311-7849 | www.myuhc.com |
| 639 | EBPA, Inc. (Commutation Expense Reimbursement Accounts) | 800-258-7298x1680 | — |
| 28229-LTC | John Hancock | 800-888-3754 | http://nyu.jhancock.com |
| Retirement Plans | | | |
| 0144 (STDA) J296 (Staff Pension Plan) | TIAA-CREF | 800-842-2776 | www.tiaa-cref.org |
| 090789 | Vanguard | 800-523-1188 | www.vanguard.com |