

*For this plan year, the plan includes the following provisions, subject to change or discontinuation with or without notice at anytime.*

*This Summary Plan Description presents an overview of your Benefits. In the event of any discrepancy between this Summary Plan Description and the official Plan Document, the Plan Document shall govern.*

**Table of Contents**

**An Overview of Your Employee Assistance Program (EAP) Benefits.....1**  
    If the Plans Are Ended or Modified .....1  
    No Implied Promises .....1  
**Who Is Eligible for the EAP? .....1**  
    Eligible Dependents .....1  
    Incapacitated Children.....2  
    Qualified Medical Child Support Order (QMCSO).....2  
**How the Employee Assistance Program Works .....2**  
**Cost of Services Under the Employee Assistance Program.....3**  
**Covered Services Under the Employee Assistance Program.....3**  
**Services Not Covered Under the Employee Assistance Program.....4**  
**What Happens to Your EAP Benefits When You Leave the Company?.....4**  
    When EAP Coverage Ends .....4  
    How to Continue EAP Coverage .....4

## **An Overview of Your Employee Assistance Program (EAP) Benefits**

---

Your EAP provides you and your eligible family members confidential assistance for a range of personal concerns. Through the EAP, you can receive up to five professional counseling visits from a [network](#) provider at no cost to you. You also may be referred to a variety of other resources and services offered in your community, also at no cost.

OptumHealth Behavioral Solutions, by United Behavioral Health administers your EAP benefit. OptumHealth is committed to maintaining confidentiality and keeps all records confidential in accordance with federal and state laws.

### **If the Plans Are Ended or Modified**

“New York University (“Client”)” - Client reserves the right to amend, modify, suspend, or terminate any of its plans at any time, in whole or in part. If material changes that affect you are made in the future, you will be notified.

### **No Implied Promises**

Nothing in this Web site says or implies that participation in the plans is a guarantee of continued employment with the company. Nor is it a guarantee that the plans or contribution levels will remain unchanged in future years.

## **Who Is Eligible for the EAP?**

---

You are eligible for EAP services if you are:

- Full time faculty, administrators, professional researchers, and union staff
- Adjunct faculty with an active appointment
- Part-time administrators and part-time union staff
- Graduate student employees that are members of Local 2110
- Spouses, domestic partners, and dependents of eligible faculty and employees

You and your eligible dependents can begin to use EAP services on the first day of employment.

### **Eligible Dependents-**

Your eligible dependents are:

- Your legally married spouse.
- Your domestic partner.
- Your children up to age 26, if they are your:
  - Biological children;
  - Legally adopted children;
  - Stepchildren;
  - Foster children;
  - Children who are eligible to be claimed on your income tax return and live with you in a parent-child relationship at least 50% of the time; or

Children for whom you are a legal guardian, as defined by a court order or where a court order requires health insurance for the children to be supplied (e.g., through a [Qualified Medical Child Support Order \(QMCSO\)](#)).

○

**Incapacitated Children**

A mentally or physically incapacitated child may continue to be covered beyond the normal age limit. Proof of incapacitation must be submitted to Your Benefits Resources while the child is covered under a Client provided plan and before the child reaches the normal age limit and periodically thereafter when requested by your service provider. You must provide appropriate confirmation when requested in order to continue coverage for your child.

**Qualified Medical Child Support Order (QMCSO)**

A Qualified Medical Child Support Order (QMCSO) is a legal order issued by a court or a state agency authorized under state law that mandates that a specific individual must provide a child with one or both of the following:

- Financial support; or
- Health benefit coverage

If an employee of Client is ordered to provide health benefit coverage, the order must be sent to:

Qualified Order Center  
Post Office Box 1433  
Lincolnshire, IL 60069-1433

Below is the process that QMCSO follows:

- The Qualified Order Center will review the order and determine if it is qualified. If the order is determined not to be qualified, it will be sent to the employee, beneficiaries, and respective attorney(s) with an explanation of why it does not qualify.
- If the order is determined to be qualified, determination letters will be sent to the employee, beneficiaries, and respective attorney(s).
- The client and attorney(s) then present the QMCSO to the court for certification.
- The client sets any necessary payroll deductions or changes.
- The client and attorney(s) send certification to the Qualified Order Center at the address provided in the determination letter.

**How the Employee Assistance Program Works**

---

Contact an EAP specialist at OptumHealth when you need help with any of life's concerns. Experienced EAP professionals are available 24 hours a day, seven days a week at **888-980-8740**. For information about available services and current EAP related articles, visit the OptumHealth website at [www.liveandworkwell.com](http://www.liveandworkwell.com); access code **nyu**. When you call for EAP services, a specialist will:

- Ask you questions to help you find the right services;
- Connect you with a network specialist in your area to help you address your particular needs; and
- Answer your questions and explain the services that are available to you.

Your EAP specialist will assist you with referrals to community resources or to an OptumHealth-approved network provider who specializes in your area of concern. After your assessment, your provider and OptumHealth will develop a treatment plan to address your concerns.

If you are not satisfied with your provider after the first meeting, OptumHealth will refer you to another provider.

Up to five professional counseling visits are available through the EAP. If you (or an eligible family member) require more than five visits, your treatment is coordinated with your behavioral health benefits through your medical plan provider. Only those dependents covered under your Client medical plan are eligible for behavioral health and substance abuse coverage beyond the EAP services through a Client medical plan.

### **Cost of Services Under the Employee Assistance Program**

---

There is no charge to you when you call OptumHealth with a concern. Under the EAP, you receive up to five free visits with a network provider. Your visits must be preapproved by an EAP specialist to be covered by the plan.

### **Covered Services Under the Employee Assistance Program**

---

Your EAP coverage provides confidential assistance for a number of problems, such as:

- Depression
- Stress
- Single parenting
- Dual careers
- Anxiety
- Parent-child conflict
- Job burnout
- Work-related problems
- Financial or legal concerns
- Compulsive behaviors
- Aging parents
- Death and dying
- Marital and relationship problems
- Retirement concerns
- Eating disorders
- Drug or alcohol problems
- Sexual problems
- Mood swings

In addition, through your EAP, you can be referred to:

- Community resources for child, elderly parent, and disabled dependent care.
- Legal services including:
  - Free referrals to a local attorney;
  - A free 30-minute face-to-face or telephone consultation
    - Services available between 8:00 am and 5:00 pm local time for legal issues such as family conflicts, landlord disputes, wills, DUI matters, Power of Attorney, and IRS concerns.
  - Free online legal information, including common forms and will kits; and
  - A 25% discount on other legal services.
- Family mediation services including:
  - Free 30-minute telephone consultations; and
  - Referrals to local mediators, whose services are available at a 25% discount.
- Self-help support groups for dealing with issues such as:
  - Depression;
  - Alcohol abuse;
  - Drug abuse; and
  - Eating disorders.
- Community financial resources for assistance with debt management and budget planning:
  - Free telephone financial consultations and advisory services – up to 60 minutes

- Services available between 7:00 am to 8:00 pm Central Time;
- Referrals to local financial professionals and advisement resources; and
- Free document review (i.e., budgets, loan paperwork, taxes, etc.) by fax or email.

### **Services Not Covered Under the Employee Assistance Program**

---

The following services are not covered under the Employee Assistance Program:

- Services that have not been preapproved by an OptumHealth EAP specialist.
- Services beyond the five visit limit per problem/per person/per year.
- Long-term counseling for chronic conditions.
- Specific recommendations about buying or selling particular stocks, bonds, or other investment products.

### **What Happens to Your EAP Benefits When You Leave the Company?**

---

If you leave the company, below is important information you should know about your EAP benefits:

#### **When EAP Coverage Ends**

EAP services for you and/or your dependents end 90 days post termination.

Client reserves the right to amend or terminate any of its plans at any time without notice to, or the consent of, employees, retirees, or their dependents.

#### **How to Continue EAP Coverage**

You and your dependents may be eligible to continue coverage if you are participating in a medical plan as a qualified retiree or under [COBRA](#). As long as you continue to purchase client's medical coverage, you will continue to be eligible for EAP benefits.