



2020 Benefits Summary for UAW Caregivers

Sparrow Open Enrollment:
October 9, 2019 – October 23, 2019

SparrowBenefits.org | 517.364.5333





The Basics

About Open Enrollment

Open Enrollment is your time to make changes to your benefits and select your benefits for 2020. It's also a time to educate yourself on benefits available to you – and for Sparrow to describe changes to benefits plans for the upcoming calendar year.



Visit www.SparrowBenefits.org for additional information about **Open Enrollment** and specific benefit plans available to you.

Key things to know:

- ✓ **Open Enrollment and Time-Off Cash Out will be available from Wednesday, October 9, through Wednesday, October 23.**
- ✓ Submit your open enrollment elections in the first three days, 10/9 – 10/11, and have the opportunity to win event tickets, gift cards and more!
- ✓ After Open Enrollment, you will **not** be able to make changes to your benefits unless you have a “qualifying life event.” Examples of a qualifying life event include marriage, birth or adoption of a child or an employment change.
 - Qualified life event changes must be reported to Human Resources within 30 days of the event. If you do not complete paperwork within 30 days, you will not be eligible to make changes until the next Open Enrollment period. Please contact Human Resources if you have questions about allowed changes.
- ✓ Your selections during Open Enrollment will take effect January 1, 2020.
- ✓ Caregivers who do not participate in Open Enrollment, your benefits coverage – except for your Flexible Spending Account (FSA) election, and Voluntary Benefit(s) – will “roll over” into next year.
- ✓ **You must make a 2020 election during Open Enrollment for the FSA amount to continue in 2020.**
- ✓ **You must make a 2020 new Voluntary Benefit election during Open Enrollment to maintain or enroll in coverage. Please see the New for 2020 section of this booklet for more information.**
- ✓ You must participate in Open Enrollment if you want to cash out time-off hours.

It’s very important that all Caregivers take the time to get informed and make selections that work best for you and your family.

How to complete Open Enrollment:

✓ **My Caregiver Record**

Before going online to enroll you will need:

- To know what benefit elections you want to make
- Your dependents' Social Security Numbers and dates of birth
- If applicable, your spouse's employer information to complete the Spousal Access information

Login with:

- Username: Computer Login
- Password: Computer Login Password

✓ **Affiliate Benefit Fairs**

Sparrow Ionia

2nd Floor Conference Room

Monday, October 14

10:00am – 2:00pm

Sparrow Eaton

Trumley B

Tuesday, October 15

12:00pm – 4:00pm

Sparrow Carson

Old Lobby

Thursday, October 17

12:00pm – 4:00pm

✓ **Individual Appointment with Benefits Representative**

Appointments (including evening and weekend appointments) can be made online at <https://calendly.com/sparrowbenefits> during Open Enrollment. Appointment location will be at the table located in front of the Sparrow SPA in the Sparrow Main Hospital.

✓ **Total Rewards Hotline 517.364.5333**

✓ **Email Sparrow Benefits benefits@sparrow.org**

Eligibility

All Caregivers who are eligible for benefits should participate in Open Enrollment. This includes full-time and part-time Caregivers, non-union Caregivers and union-represented Caregivers. Per Diem Caregivers can elect a Dependent Care Spending Account or cash out any frozen time off.

Benefits coverage may also be extended to eligible dependents fulfilling certain criteria. Eligible dependents include:

- Legal spouse
- Children through the end of the month in which they turn 26
- Unmarried children of any age who became disabled by age 26 and rely on you for financial support

Spousal Access Provision

Sparrow has a spousal access provision under its medical plans. Under this provision, spouses of Sparrow employees that have access to medical insurance coverage through their own employer at a premium of a certain dollar amount **MUST** enroll in single coverage through their employer plan in order to be eligible under Sparrow's medical plans. Once enrolled, spouses will be eligible to continue coverage on a secondary basis under Sparrow's medical plan. Limits include:

- \$75 monthly/\$900 annually

If you are enrolling your spouse in medical coverage through Sparrow, you must complete the Spousal Access Verification Form and Request for Exemption Form (if applicable). Forms are available at www.sparrowbenefits.org, on the Sparrow Intranet, or from Human Resources.



New for 2020

- ✓ **New Medical Plan Option:** Beginning 1/1/20, Sparrow UAW Caregivers may elect the Sparrow Health PPO Base plan. This plan features four-tier prescription coverage, and a lower monthly premium with higher out of pocket costs when receiving services. For more information, see the Benefits At A Glance.
- ✓ **New Dental Plan Option:** Sparrow is offering a new Delta Dental EPO plan option for Non-Union and UAW Caregivers. For more information, see the Benefits At A Glance page for UAW Caregivers, or the Dental Rate Sheet available at www.sparrowbenefits.org in the UAW section.
- ✓ **Vision Exam Change:** Beginning 1/1/20, the Sparrow Health HSA, and Sparrow Health PPO Base plans will no longer cover an annual eye exam; this change does not apply to the Sparrow Health UAW PPO plan. However, Sparrow's vision plans with VSP will continue to cover an annual eye exam at no cost to the participant. Please note that caregivers enrolled in a Sparrow dental plan will automatically be enrolled in the Base vision plan at no cost; additional premium applies for added dependents. Caregivers without vision coverage may utilize the VSP Vision Savings Pass, applicable to Caregiver only. This program provides discounts on vision services and products by utilizing VSP's network of providers. Please call **800-877-7195** for Savings Pass Providers.
- ✓ **New Voluntary Benefits Platform:** Sparrow is pleased to partner with AlliantCHOICE Plus to offer Voluntary Benefits for 2020. Caregivers with existing voluntary benefit elections including Accident, Critical Illness, Hospital Indemnity, and the Legal Plan, must elect their benefits through the Alliant platform during the October 9 – October 23 open enrollment period for it to continue in 2020 through Sparrow payroll deduction. As of January 1, 2020, all voluntary benefits will be provided through AlliantCHOICE Plus, which features a dedicated call

center. For more information call **1-877-201-3229** or visit **www.sparrowalliantchoiceplus.com** to enroll during open enrollment for 2020. Caregivers currently enrolled will also receive additional direct communication via mail regarding their current voluntary benefits.

- ✓ **Prescription Copays:** The Sparrow Health HSA and Sparrow Health PPO Base plans will have an update to prescription copays effective 1/1/20. If a covered member obtains a brand name drug when a generic drug equivalent is available, the member will pay the difference between the cost of the brand name drug and the cost of the generic, in addition to the copay. The cost difference will not apply to the annual deductible, or the annual maximum out-of-pocket.
- ✓ **HSA Plan Design Changes:** Beginning 1/1/20, Sparrow UAW Caregivers enrolled in or electing the HSA medical plan will see some updates, including four-tier prescription drug coverage, and an aggregate deductible. With an aggregate deductible, the health plan doesn't begin paying for the health care expenses for anyone in the family, except for Preventative Care Services, until the entire family deductible has been met. Once the family deductible has been met, the health plan begins to pay for covered services.
- ✓ **Premium Discount:** As a result of the 2019 contract negotiations, UAW members will not have a Wellness program available and will not be eligible for a premium discount on health insurance.
- ✓ **Employer Contributions:** The Employer contributions for HSA participants in 2020 will be \$750 for single coverage and \$1,500 for family coverage. Please see the Health Savings Account section in this booklet for further details.

For Your Health and Wellbeing

Medical Insurance

Sparrow continues to offer a choice of health plans to meet the needs of Caregivers and their families. **For specific plan information, please see the Benefits At A Glance section in this Guide.**

Health Savings Account (HSA)

A Health Savings Account works in conjunction with the Sparrow Health HSA plan, a qualified high-deductible health plan, for eligible Caregivers. An HSA allows you to save money by putting your pre-tax dollars into a designated savings account to use for eligible health, dental or vision expenses not covered by insurance, such as deductibles and copays. Please note that HSA funds used for dental and vision expenses will not apply towards your annual medical plan deductible. Placing money in a health savings account lowers your taxable income, which in turn may save you money. The money in the account rolls over year after year.

HSA annual employer contributions as a result of open enrollment, or continued participation in the Sparrow Health HSA plan, will be processed after the first pay period in January. All other HSA Employer Contributions will be prorated monthly based on health benefit effective date and deposited within 30 days of the benefit election date.

2020 HSA Employer Contributions will be:

\$750 Single \$1,500 Family

2020 HSA IRS Contribution limits are (including the Employer Contribution):

\$3,550 Single \$7,100 Family

Participants age 55 and older may contribute an additional \$1,000

If you have a medical FSA in 2019 and are electing the Sparrow Health HSA plan for 2020, per IRS regulations you MUST use all of your 2019 medical FSA funds by 12/31/19 in order to open your HSA account January 1, 2020. Otherwise, the HSA account cannot be established until April 2020, which includes receipt of the employer contribution.

Additionally, if your HSA account is not established until April due to remaining 2019 FSA funds, any expenses incurred from January to March 2020 may not be paid for by funds from the HSA account.

Note: Health Savings Accounts are not available to Caregivers enrolled in a Health Care Flexible Spending Account. You also may not contribute to an HSA if you are enrolled in Medicare Part A and/or Part B.

Flexible Spending Accounts

Sparrow Flexible Spending Accounts allow you to save money by putting your non-taxable dollars into designated spending accounts. Placing money in a spending account lowers your taxable income, which in turn may save you money. Sparrow's Flexible Spending Account options include a Healthcare Spending Account and a Dependent Care Spending Account. You may elect to participate in one or both of the accounts.

Caregivers wishing to participate in the program must enroll online every open enrollment period. That election amount is deducted pre-tax from your paycheck in equal amounts and is deposited into your FSA account following each payday.

It is important to carefully plan your contributions to the Flexible Spending Accounts. IRS rules require that money left unused in your account(s) at the end of the plan year be forfeited. Sparrow allows for a grace period of 2 ½ months after the close of the plan year for the health care spending account. Therefore, if a Caregiver has a balance in his/her health care spending account as of December 31st, the Caregiver may be reimbursed for healthcare expenses incurred on or before March 15th of the following year.

Note: The Healthcare Flexible Spending Account is not available to Caregivers enrolled in the Sparrow Health HSA plan and non-benefit eligible Caregivers.

Healthcare Flexible Spending Account

The Healthcare Flexible Spending Account reimburses you with pre-tax dollars for certain medical, dental and vision expenses not covered by insurance. Expenses incurred and claimed may be for you or your legal dependents. Examples of eligible expenses include, but are not limited to, medical deductibles and co-pays, eyeglasses, contacts, exams, co-pays, and dental expenses. **Please note that FSA funds used for dental and vision expenses will not apply towards your annual health plan deductible.** You can elect to contribute up to \$2,700 in 2020 in the Healthcare Flexible Spending Account.

Caregivers enrolled in the Healthcare Flexible Spending Account will be able to pay for eligible purchases using a debit card. Caregivers choosing to use the debit card authorize Sparrow to deduct the amount of any unsubstantiated claims through payroll deduction. If you are signing up for a Healthcare Spending Account for the first time, your debit card and instructions will be mailed to you from our vendor, Discovery Benefits, around the first of the year.

Dependent Care Spending Account

The Dependent Care Spending Account reimburses you with pre-tax dollars for any dependent care expenses incurred to enable you and your spouse to work. These include expenses such as day care for your children or home care for your disabled spouse or parent. You can elect to contribute up to \$5,000 into the Dependent Care Spending Account.

Dental Coverage

The Dental plans available to you depend on your employment category – the community hospital you work for, whether you are non-union, represented by a union and which union represents you. For details, please see the Benefits At A Glance chart in this overview or visit www.SparrowBenefits.org.

Vision Coverage

The Vision plans available to you depend on your employment category – whether you are non-union, represented by a union and which union represents you. For details, please see the Benefits At A Glance chart in this overview or visit www.SparrowBenefits.org.

GuidanceResources (Employee Assistance Program)

Managing your personal and professional responsibilities can sometimes be challenging.

Your ComPsych® GuidanceResources® program offers someone to talk to and resources to consult whenever and wherever you need them.

Call: **877.595.5284**

TTY: **800.697.0353**

Your toll-free number gives you direct, 24/7 access to a GuidanceConsultantSM, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: www.guidanceresources.com

App: **GuidanceResources® Now**

Web ID: **EAPComplete**

Log on today to connect directly with a GuidanceConsultantSM or to consult articles, podcasts, videos and other helpful tools.

Disability Coverage

Short-Term Disability

Short-Term Disability (STD) insurance provides an important source of income should you become disabled and unable to work for a short period of time. The financial consequences of a disability can affect your financial security and that of your family. Eligible Caregivers will either be provided short-term disability by Sparrow or may be eligible to purchase it based on job classification. The open enrollment system will display options available.

Long-Term Disability

The Long-Term Disability (LTD) Insurance provides the security of a continuing income in the event you are disabled for an extended period of time and are unable to work. Eligible Caregivers have an employer paid basic long-term disability benefit that pays 60% of your base monthly earnings after the applicable waiting period. Eligible Caregivers will either be provided long-term disability by Sparrow or may be eligible to purchase it based on job classification. The open enrollment system will display options available.

For Your Protection and Future

Voluntary Benefits

Enhance your core benefits with voluntary coverages offered by Sparrow Health System and AlliantCHOICE Plus Voluntary benefits are offered in addition to your core benefits and provide solutions for a number of insurance and personal needs. Coverage is provided by leading national companies. You pay the cost of these optional plans and gain special offers and group discounts – plus the convenience of paying through payroll deduction.

Sparrow is partnering with AlliantCHOICE Plus for 2020 to provide the Voluntary Benefits. To enroll, visit www.sparrowalliantchoiceplus.com, or call **877-201-3229** with questions.

Life Insurance

Life insurance is an important benefit that provides a source of income to your named beneficiary(ies) in the event of your death. The annual open enrollment period is a great opportunity to update your beneficiary information. You may download a designation form at www.sparrowbenefits.org or from the Sparrow Intranet.

Basic Life Insurance

Sparrow pays the full cost of 1x your annual base pay for eligible Full-Time Caregivers (2x annual base pay for eligible Caregivers) and \$10,000 for eligible Part-Time Caregivers once the applicable waiting period has been met.

Age reduction provisions apply beginning at age 65. Please refer to the benefit policy for details.

Supplemental Life Insurance

Full-Time Caregivers may elect coverage from \$10,000 to \$1,000,000 in \$10,000 increments not to exceed 7 times your base salary. You are guaranteed \$400,000 or 3 times your salary (rounded up to the next \$10,000 increment) if you elect within 30 days after you become first eligible. You must provide Evidence of Insurability (EOI) if you apply for higher amounts of coverage or if you elect coverage more than 30 days after you become eligible.

Part-Time Caregivers may elect coverage in \$10,000 increments from \$10,000 to \$50,000. You must provide Evidence of Insurability (EOI) if you apply for higher amounts of coverage at a later date, or if you elect coverage more than 30 days after you become eligible. You are guaranteed \$30,000 if you elect within 30 days after you become first eligible.

Dependent Life Insurance

You may elect Dependent Child(ren) Life coverage in the amount of \$2,500, \$5,000 or \$10,000 on your children less than 26 years old. This benefit will apply to all your child(ren) for one low monthly premium. If both parents are Sparrow Caregivers, only ONE may enroll in dependent life insurance coverage. Please take the time to review your eligible dependents during Open Enrollment – if you no longer have any dependents under the age of 26, but have the Dependent Life Insurance Benefit, you may want to terminate the coverage during the open enrollment period.

Spousal Life Insurance

You may elect Spousal Life coverage in the amount of \$5,000, \$10,000, \$25,000, \$40,000 or \$50,000. Your spouse must provide Evidence of Insurability (EOI) if you apply for coverage greater than \$25,000. If your spouse is a benefit-eligible Sparrow Caregiver, you may **not** elect Spousal Life insurance.

401(K)

The Sparrow Health System Associate Retirement 401(k) Plan is a tax-qualified defined contribution plan available to eligible and newly hired Caregivers by **adopting Sparrow participating employers. Sparrow and Caregiver contributions are made on a tax-deferred basis. Since contributions are taken out before taxes, Caregivers pay less tax on their current taxable income.** Taxes on both contributions and earnings are not paid until the Caregiver begins receiving their retirement income from the Plan. Caregivers may also elect to make post-tax Roth contributions or a combination of both.

Several contributions may be made into your 401(k) each year. The first contribution is the Caregiver's own deferral. Deferrals may be made per pay period but are limited by applicable federal law. In addition, Sparrow offers two types of employer contributions: Sparrow will match 50% up

to the first 6% a Participant contributes each pay period, and Sparrow will automatically contribute 3% of a Caregiver's pay to their 401(k) account on an annual basis – after one year of service and 1,000 hours, even if the Caregiver does not contribute their own money.

Participants are immediately 100% vested in their own contributions and Sparrow's annual contributions. Sparrow's matching contributions vest 100% after (3) years of service in which you worked 1000 hours or more.

The 401(k) Plan includes an automatic enrollment provision. **Newly hired eligible Caregivers will have 6% of their pay automatically deferred every pay period after a 60 day opt-out period.** Caregivers may, however, at any time stop or change the percentage of their deferral. Participants may withdraw vested funds from their Plan account in the form of a rollover or lump sum after the attainment of age 59 ½ or termination of employment.

For questions or enrollment assistance regarding the 401(k) plan, contact Transamerica at **800-755-5801**, or Sparrow's onsite Transamerica Specialist, Tanya Bliss, at **517-730-1484** or **tanya.bliss@transamerica.org**.



Benefits At A Glance: UAW Caregivers

Who is eligible?

Full-time benefit eligible Caregivers that are budgeted to work 72 hours or more per pay period and part-time benefits eligible Caregivers that are budgeted to work 48 hours or more per pay period.

Please visit www.sparrowbenefits.org for additional information about Open Enrollment and specific benefit plans available to you.

Health	To Do
Sparrow Health UAW PPO	Choose 1 of 4 plans
Sparrow Health PPO Base – New Plan	
Sparrow Health HSA	
Blue Cross Blue Shield (BCBS)	
Added Health Benefits	
Guidance Resources EAP (Employee Assistance Plan)	Contact a representative at 877.595.5284
Opt-Out	Elect Opt-Out and Complete Opt-Out Form (available on the Sparrow Intranet or at www.sparrowbenefits.org) to receive Opt-Out Bonus.
Flexible Spending Accounts	
Healthcare Spending Account	Enroll and elect your contributions <i>(Note: Flexible Spending Accounts are not available to Caregivers enrolled in Sparrow Health HSA plan)</i>
Dependent Care Spending Account	
Dental	
Delta Dental – Base	Choose 1 of 4 plan options
Delta Dental – Buy-Up	
Delta Dental – EPO - New Plan	
Midwestern Dental	
Vision	
Vision Services Plan (VSP) – Base	Choose 1 of 2 plan options
Vision Services Plan (VSP) – Buy-Up	
VSP Vision Savings Pass Program	Applies to caregivers without Sparrow vision coverage; not applicable to family members. Savings on vision products and services. 800-877-7195 to find a provider.
Disability	
Long-Term Disability	Choose the plan(s) that are right for you
Short-Term Disability	
Life Insurance	
Supplemental Life Insurance	Choose the plan(s) that are right for you and designate a beneficiary for each coverage.
Dependent Life Insurance	
Spousal Life Insurance	
Additional/Voluntary Benefits	
Voluntary Benefits	Choose the plan(s) that are right for you at www.sparrowalliantchoiceplus.com .
Time-Off Cash Out	Make cash out elections during Open Enrollment

This is a summary of the benefits provided by each insurance carrier and it is not intended to fully describe the details of each benefit plan. Should any questions arise, the contracts in effect will take precedence.



1215 E Michigan Ave
Lansing, MI 48912

Sparrow Open Enrollment: October 9, 2019 – October 23, 2019

Questions?

Make an appointment with a Sparrow Benefits Representative at
<https://calendly.com/sparrowbenefits>

Call the Total Rewards Hotline: **517.364.5333**

Attend an Affiliate Benefit Fair

Visit www.SparrowBenefits.org

Email benefits@sparrow.org

Nonprofit
Organization
U.S. Postage
PAID
Chicago, IL
Permit No. 5179