



# Welcome to NYPA

## Employee Benefits Guide

Effective: Jan. 1, 2020

## Management



## Our Mission

Power the economic growth and competitiveness of New York State by providing customers with low cost, clean, reliable power and the innovative energy infrastructure and services they value.

## Total Rewards

*At NYPA, you will have the chance to make a difference. Your work will help tackle climate change and bring clean, affordable energy to people across New York. You will be recognized and rewarded for your work with fair compensation and a comprehensive benefits package for you and your family. You will have opportunities to learn, stretch and grow both on and off the job. Joining NYPA, you will become part of a community that genuinely cares about our work and each other.*

## Eligibility

As a full-time employee, you're eligible to enroll in a range of benefits to customize to your individual and family needs.

Your coverage will become effective your first day of employment. You will have thirty days from your hire date to enroll in your benefits. Once a year during an open enrollment period you will have the opportunity to change certain benefit elections.

Based on your family status, you will receive benefit credits, which are dollars you apply toward the cost of your benefits. The final cost to you will depend upon the combination of benefits you choose. If your selections cost more than your available credits, you will pay the difference through payroll deductions. You may deposit any unused credits into a Flexible Spending Account or receive the credits as cash in your paycheck, prorated over 26 pay periods.

## Medical Coverage

NYPA offers several medical plans or the option to waive medical coverage.

- The **NYPA preferred provider organization (PPO) Plan** provides major medical care, hospitalization and prescription drug coverage. If you use a network provider, you are only responsible for the copay. If you use a non-network provider, you will be responsible for paying the annual deductible and coinsurance, as well as any charges over the reasonable and customary limit.
- The **Choice Plan** provides major medical care, hospitalization and prescription drug coverage. If you use a participating provider, you are only responsible for the copay. Out-of-network benefits are not available under this plan.
- In some geographic locations, **Health Maintenance Organizations (HMO)** are also available. HMOs cover your medical expenses when you use a health care provider affiliated with the HMO that you choose. Out-of-network benefits may be available but vary by individual HMO.

The following grid gives you an at-a-glance comparison of the plans offered.

# Benefits



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Medical Plans	United Healthcare (UHC) PPO Plan		UHC Choice Plan	CDPHP HMO (Generally Albany, Blenheim-Gilboa and Clark locations, plus Dutchess and Orange Counties)	Independent Health HMO Flex Fit Active (Buffalo, Niagara)	Independent Health HMO Flex Fit Family (Buffalo, Niagara)
Bi-weekly cost – Employee only:	\$62.60		\$46.92	\$58.53	\$46	\$46
Bi-weekly cost – Family:	\$225.51		\$195.43	\$203.02	\$164.30	\$164.30
Types of Services	In-Network	Out-of-Network	In-Network	In-Network	In-Network	In-Network
Primary Care	\$25 copay	20% co-insurance*	\$20 copay	\$20 copay	\$10 copay adult / \$25 copay child	\$15 copay adult / \$0 copay child
Specialist	\$40 copay	20% co-insurance*	\$35 copay	\$20 copay	\$25 copay	\$25 copay
Urgent Care	\$40 copay	20% co-insurance*	\$35 copay	\$20 copay	\$35 copay	\$35 copay
Virtual Visits (effective March 2020)	\$0 copay	N/A	\$0 copay	\$30 copay***	\$0 copay	\$0 copay
Hospitalization	\$0 copay	\$0 copay	\$0 copay	\$0 copay	\$0 copay	\$0 copay
ER Visits**	\$150 copay**	\$150 copay**	\$100 copay**	\$50 copay**	\$150 copay**	\$150 copay**
Preventive Care	\$0 copay	20% co-insurance*	\$0 copay	\$0 copay	\$0 copay	\$0 copay
Chiropractic	\$40 copay	20% co-insurance*	\$35 copay	\$20 copay	\$25 copay	\$25 copay
<b>Retail Rx</b>						
Tier 1	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$4 copay	\$4 copay
Tier 2	\$30 copay	\$30 copay	\$20 copay	\$25 copay	\$15 copay	\$15 copay
Tier 3	\$45 copay	\$45 copay	\$35 copay	\$40 copay	\$30 copay	\$30 copay
<b>Mail Order RX</b>						
Tier 1	\$20 copay	N/A	\$20 copay	\$25 copay	\$10 copay	\$10 copay
Tier 2	\$60 copay	N/A	\$40 copay	\$62.50 copay	\$37.50 copay	\$37.50 copay
Tier 3	\$90 copay	N/A	\$70 copay	\$100 copay	\$75 copay	\$75 copay
<b>Deductible</b>						
Single	\$0	\$600	\$0	\$0	\$0	\$0
Family	\$0	\$1,200	\$0	\$0	\$0	\$0
					Out-of-network: \$1,000 Single / \$2,000 Family (20% coinsurance)	
<b>Out-of-pocket Limit</b>						
Single	\$3,000	\$1,500	\$2,500	\$8,150	\$6,350	\$6,350
Family	\$6,000	\$3,000	\$5,000	\$16,300	\$12,700	\$12,700
					Out-of-network: \$10,000 Single / \$20,000 Family (20% coinsurance)	

\*After deductible

\*\*Waived if admitted

\*\*\*Waived COVID Related

## Dental Plan

The Delta Dental Plan covers charges for services related to care of the teeth, gums and mouth. Diagnostic and preventive care services are paid at 100%. Other dental expenses, including orthodontics, are covered as referenced in the chart below. You are responsible for the coinsurance for these services after meeting the deductible. Selecting a provider that participates in the Delta Dental network reduces your out-of-pocket expense. Should you use a non-network provider, payment to the dentist is based on the negotiated rate and you are responsible for any amount over that rate.



## Delta Dental Plan

### In & out-of-network coverage

Bi-weekly cost:	Employee only: \$4.35 / Family: \$10.50
Diagnostic & Preventative	100% no deductible
Restorative Care	80% after deductible
Reconstructive Care	50% after deductible
Annual Deductible	\$25 Individual / \$50 Family
Maximum	\$2,000 per person each calendar year
Orthodontic Maximum	\$3,000 per person lifetime

### Vision Coverage

You have the choice of two options:

- **Core Vision Plan** is available to employees only (not dependents) and is paid by NYPA. Under this option, you are reimbursed up to \$100 for a routine eye exam, prescription lenses and frames or prescription contact lenses once every 24 months.
- **Optional Vision Plan** is administered through Davis Vision and provides access to participating providers to receive benefits for eye exams, eyeglasses and contact lenses.

Bi-weekly cost:	Employee only: \$2.31 / Family: \$5.38
Eye Examination	Covered in full
Frames	Selection of frames covered in full
Lenses	Selection of lenses covered in full with additional discounts available
Contact Lenses	Selection of contacts covered in full; or \$180 allowance

### Employee Life Insurance

You will receive \$50,000 in core life insurance at no cost to you, or you may choose from three additional levels of life insurance coverage for yourself, up to \$400,000.

- One times your salary plus Core (\$50,000)
- Two times your salary including Core (\$50,000)
- Two times your salary plus Core (\$50,000)

What you pay is based on your salary, the amount of insurance, and your age. Life insurance coverage in excess of \$50,000 is considered taxable income and will appear on your W-2.

### Dependent Life Insurance

Protect your family by electing \$20,000 coverage for your spouse and \$4,000 coverage for each child. You will automatically be named beneficiary of any dependent life insurance.

### Business Travel Life Insurance

You also have protection in case of your death due to an accident occurring while traveling on business. Your regular commute to and from work is not covered. This policy has a lump sum payment of \$250,000 to your designated surviving beneficiary.

### Long-Term Disability

Long-term disability coverage provides income to protect you and your family if you are disabled and cannot work after three consecutive months of absence from work. Choose from 50% of covered salary with a maximum monthly amount



of \$5,000 (Core Plan) or 60% of covered salary with a maximum monthly amount of \$10,000. Cost-of-living increases, survivor benefits, education benefits, and rehabilitation incentives are built into the coverage options.

## **Flexible Spending Accounts**

You can contribute pre-tax dollars to Flexible Spending Accounts (FSAs), which allow you to pay for eligible out-of-pocket health and dependent day care expenses, up to annual IRS limits. You will receive a debit card to use for both types of FSA expenses. FSA summary follows:

### **Health Care FSA**

- Pre-tax annual election \$130 to \$2,700
- Reimbursement available for qualified medical co-pays, deductibles, out-of-pocket expenses, prescriptions
- Roll over up to \$500 to the following year

### **Dependent Care FSA**

- Pre-tax annual election \$650 to \$5,000
- Reimbursement for qualified child-care/elder care expenses
- Expenses for dependent children age 13 and over are not eligible

## **Cancer Protection Plan**

The Cancer Protection Plan helps with unexpected expenses if cancer occurs and can help maintain your lifestyle. Benefits are paid directly to you, regardless of any other insurance, copays, etc.

## **Accident Expense Plan**

This plan helps with unexpected expenses if an accident occurs. Benefits include costs associated with accident emergency treatment, accident follow-up treatment, initial accident hospitalization, accident hospital confinement, accidental death and dismemberment, physical therapy, blood and plasma, and ambulance. Levels of reimbursement for each benefit vary.

## **Accidental Death & Dismemberment (AD&D) Insurance**

Under this plan, you're covered 24-hours a day, 365 days a year against covered accidents in the course of business or pleasure. You may select benefit amounts ranging from \$50,000 to a maximum of \$400,000.

## **Group Legal Plan**

The Group Legal Plan provides professional legal advice and representation for most personal legal matters, such as: wills and estate planning, home and real estate matters, debt and identity theft matters, family law, and elder care.

## **DEFAULT BENEFITS**

If you do not make benefit elections within 30 days of your hire date, you will automatically receive default benefits, which will remain in place through Dec. 31 of the year you're hired, unless you experience a qualified life event during the year. The default coverage includes only the following benefits (employee coverage/individual credits only):

Medical Coverage – NYPA Choice Plan  
Vision – Core Plan

Life Insurance – \$50,000 (Core Plan)  
Long-Term Disability - 50% of covered salary (Core Plan)

## **DOMESTIC PARTNER BENEFITS**

Medical, Dental, Optional Vision, Cancer Protection Plan, Accident Expense Plan, Accidental Death & Dismemberment, and Group Legal benefits may be extended to a domestic partner and dependents of the domestic partner. (Eligibility criteria: you must share a committed relationship with each other, have been in the relationship for at least one year, reside in the same household, document financial interdependency for one year and complete an affidavit.)

For questions regarding benefits, contact HR Services at [HR.Services@nypa.gov](mailto:HR.Services@nypa.gov) or 914-287-3114.



## RETIREMENT PROGRAMS



You must make a very important decision within 30 days of your hire date. If you earn \$75,000 or more, you must choose between the New York State and Local Retirement System (NYSLRS) and the Voluntary Defined Contribution (VDC) Program. If you earn less than \$75,000 you automatically default into NYSLRS.

Both plans are designed to provide for income needs in retirement. Which one is best for you depends on your individual circumstance. Once you make a selection (or default into NYSLRS), your decision is irrevocable. Please see the chart below for a comparison of the two plans.

	NYSLRS	VDC
<b>Plan type</b>	*A defined benefit plan (DB), also known as a traditional pension plan. Provides a fixed monthly lifetime benefit at retirement based on a preset formula that considers your salary, age and years of service at retirement. *The State/Employer bears investment risk. *Administered by State of New York *Tier 6 Benefit Provisions	*A defined contribution plan (DC), similar to a 401(k) plan, that provides lifetime income benefits based on the amounts contributed by NYPA and you, and the success of the investments. Contributions are made on a pre-tax basis. *Employee bears investment risk. *Recordkeeper is TIAA
<b>Eligibility</b>	All full-time employees	Full-time Management employees earning \$75,000 or more
<b>Employee contributions</b>	NYSLRS – Contribution Rate based on Wages \$45,000 or less: 3% \$45,000.01 to \$55,000: 3.5% \$55,000.01 to \$75,000: 4.5% \$75,000.01 to \$100,000: 5.75% More than \$100,000: 6%	VDC Contribution Rate based on Wages \$74,999 or less: N/A \$75,000: 4.5% \$75,000.01 to \$100,000: 5.75% More than \$100,000: 6%
<b>Employer contributions</b>	NYPA contributes toward general pension funds, not individual accounts	NYPA contributes 8% of an employee's eligible compensation
<b>Vesting</b>	*10-year vesting *Age 63 Normal Retirement, Full benefit *Age 55 Early Retirement, Reduced benefit *20 & 30-year milestones	*366 days (waived if have vested employer-funded retirement plan from any of the VDC investment providers; waived/pro-rated for prior NYS public service credit.) *No minimum age requirement *Tax penalties may apply if withdrawal before 59 1/2
<b>Investment options</b>	Funds are managed for employees and held in NYS Common Retirement Fund trust.	Employee elects' funds from any of the investment providers offered by the plan sponsor (VOYA, Fidelity, TIAA, and Valic).
<b>Portability</b>	If you leave before reaching the ten-year vesting period, your contributions are refunded and employer contributions toward general pension funds are forfeited.	Subject to plan rules, employee and employer contributions plus applicable earnings are vested after 366 days.

## **ADDITIONAL RETIREMENT SAVINGS PLANS**

Besides the retirement plan decision above, you have two additional retirement plans available, offering a variety of investment options to help you meet your savings goals. The 2020 IRS annual maximum contribution limit for both plans below is \$19,500. Employees age 50 and older may be eligible to make catch-up contributions up to an additional \$6,500.

### **Employees' Savings Plan (401(k) Plan)**

The 401(k) Plan is a defined contribution plan that consists of both a pre-tax and a Roth after-tax program. You may contribute up to a combined maximum of 30% of compensation and NYPA will match the first 6% of pre-tax contributions at a rate of \$0.50 per dollar.

### **Deferred Compensation Plan (457 Plan)**

The Deferred Compensation Plan is a retirement savings program governed by Section 457(b) of the Internal Revenue Code. The plan has the same annual limits and other similarities to the 401(k) Plan, but some important differences, such as no employer match. You may contribute from 1% up to 100% of your eligible salary on a pre-tax basis and/or Roth (after-tax) basis.

## **TIME AWAY FROM WORK**

### **Vacation**

You're eligible for 20 vacation days per year. In your first year of employment, vacation days are credited on a prorated basis (rounded up to the nearest half day), based on your hire date (1/12<sup>th</sup> of 20 vacation days). For example, if you start in April, you receive 15 vacation days. If you start in December, you receive two vacation days. On the following January 1, you'll be credited with 20 vacation days.

After 11 years of employment a 1/2 day of vacation will be credited the following January 1<sup>st</sup> and for each succeeding year of service, another 1/2 day will be credited on the following January 1<sup>st</sup> of each year until a maximum of 25 days per year is credited upon the January 1<sup>st</sup> after reaching 20 years of service.

### **Sick Time**

Employees who work a 37.5-hour work week accrue 3.46 hours per pay period and employees who work a 40-hour work week accrue 3.69 hours per pay period. Sick time can be used for yourself or an immediate family member who is ill. Sick time carries over each year.

### **Employee Medical Leave**

Employees on an approved consecutive Family Medical Leave Act (FMLA) employee medical leave are eligible to receive 50% salary after exhausting your accrued sick time for up to 12 weeks.

### **Parental Leave**

Eligible employees can receive 100% pay for 11 weeks to bond with a newly born, adopted or fostered child.

### **Military Leave**

You are eligible for 30 calendar days a year for authorized military leave.

### **Death in Family**

In the event of the death of an immediate family member, you are eligible for three days of paid time away from work.

### **Holidays**

Management employees receive a total of 14 days per year. Holiday schedules vary depending on your work location.



## ADDITIONAL BENEFITS

### Employee Assistance Program

A free, confidential assessment and counseling program for employees and family members. The program also includes childcare and elder care resource and referral services.

### Education Assistance

You are eligible for our Education Assistance Program after completing six months of employment. You are responsible for payment of tuition and required fees when registering for courses at eligible institutions. Tuition and eligible fees will be reimbursed only after successful completion of the course(s) at a minimum grade level of "C" or its equivalent or a "P" in a pass/fail course (pass/fail reimbursement is limited to two courses per degree curriculum).

For all courses, NYPA will reimburse 100% for tuition, books, lab and computer fees, and mandatory registration fees up to the annual reimbursement. All benefits are dependent upon the employee maintaining employment for certain commitment periods or be subject to repaying education expenses in full.

Program	Annual reimbursement maximum	Commitment period
Certificate	\$5,000	Six months
Undergraduate	\$10,000	One year
Graduate	\$15,000	Two years

### Commuter Benefit Program

If you use mass transportation as your regular means of commuting to work, NYPA provides you with a \$50 per month benefit to help offset your commuting costs. Visit: [commutercheckdirect.com](http://commutercheckdirect.com) to enroll.

**Bigger SAVINGS reduced payroll TAXES**  
A happy employee = a productive employee!

**What Are Commuter Benefits**  
Commuter Benefits are tax-free fringe benefits, authorized by the Internal Revenue Code 132(f), that allow hardworking employees, like you, to pay for qualified commuting costs using pre-tax money.

**How Do Commuter Benefits Work?**  
Since Commuter Benefits allow you to use tax-free money to pay for qualified commuting costs, you'll end up saving on your income taxes. In fact, you can save up to 40% on your commuting costs just by using pre-tax Commuter Benefits.

**Qualified costs include**

- Daily or monthly transit or van pool fees up to \$270 a month
- Daily or monthly parking expenses for meters, garages, and lots up to \$270 a month

**Commuter Benefits come in 2 different forms:**

- Transit
- Parking

**NYPA Subsidy:**  
If employees use mass transportation as their regular means of commuting to work, NYPA provides employees with a \$50 per month benefit to offset your commuting costs. The subsidy is automatically applied when you place your order.

Commuter Benefit Solutions

## ADDITIONAL PROGRAMS AVAILABLE THROUGH PAYROLL DEDUCTION



- Group auto/homeowner's insurance program discount through Liberty Mutual
- Credit union membership
- New York's 529 College Savings Program (877-697-2837, [NY529@nysaves.org](mailto:NY529@nysaves.org))
- Certain charities through State Employees Federated Appeal (SEFA)

*The above is only intended as a brief summary of the benefit plans. If there is a difference between this summary and the documents, contracts or policies, the plan documents, contracts or policies will govern in every instance. The Authority reserves the right to change or terminate any of these benefits, programs or pieces of programs at any time.*

## Benefits New Hire Checklist



- Bring original identification for employment verification on your first day.
- Gather documentation for your dependents and email to [HR Services](#) on your first day.
- Enroll in benefits on [MyPageNYPA](#) within 30 days of hire date. **You must be connected to the NYPA network to access this page**
- Review your benefit summary to confirm your choices and verify you've included any eligible dependents you want covered.
- If applicable, choose between the New York State and Local Retirement System (NYSLRS) and the Voluntary Defined Contribution (VDC) Program within 30 days of hire date.
- Enroll in the 401(k) and/or the 457 Plans at any time.
- Designate beneficiaries
  - Life insurance beneficiaries should be done before your first day
  - 401(k) and 457 Plan beneficiaries can be designated on the [T.Rowe Price website](#)
  - VDC Plan beneficiaries can be designated on the [Retirement@Work website](#) after you're vested
  - NY State and Local Retirement System beneficiaries must be designated by form
- Receive your new ID cards for medical, pharmacy, dental and vision coverage.
- Find contact information for vendors on the Resources section of [nypa.gov/benefits](http://nypa.gov/benefits).