



# 2022-2023

## Employee Benefit Guide

NON-UNION ACTIVE



# METRO EMPLOYEES,


I would like to take this opportunity to recognize the dedication, commitment, and tireless work you have contributed to make METRO successful this year. Together, we have made significant contributions to the community by providing access to quality transportation services while still confronting the pandemic.

As you know, the cost of goods and services has drastically increased along with the cost of healthcare. I know how important it is to you and your family that METRO provide affordable access to quality healthcare. For the upcoming fiscal year 2022-2023, there will be no premium increases to employees.

I encourage you to be mindful when selecting your benefit plans. Use the ALEX communication tool to help you in making the best plan decision. The ALEX tool guides you to the benefits that are right for you and your family while focusing on additional cost saving opportunities.

Your physical, emotional, and mental health is of the upmost importance. That is why we continue to offer discounted medical plan premiums for those of you who participate in our wellness initiatives. I encourage you to become familiar with all of the programs available to help support your health goals.

Be well,



Thomas C. Lambert  
President & Chief Executive Officer



IN THIS GUIDE	PAGE
Who's Eligible?	2
Timing of METRO Benefits	2
Making Changes After Enrollment	2
Medical Coverage	3
Prescription Drug Coverage	4
Telemedicine	4
Your Health Plans in Action	5
Save with Wellness	6
Medical Semi-monthly Rates	7
Calculating Your Medical Rates	7
Your Dental Plan and Rates	8
Your Vision Plan and Rates	9
Health Reimbursement Account	10
Flexible Spending Accounts	10
Life Insurance and AD&D	11
Disability and Leave Benefits	13
Additional Benefits	14
2023 Holiday Schedule	15
Contacts	16
Learn the Language	17



## LOG ON TO LEARN MORE!

This guide is an overview of some of the benefits available to you and your eligible family members.

For more information and to see additional benefits available to you and your eligible family members, visit <http://metroactive.benefitdomain.com> (Username: active Password: active).

**If you or your dependents have Medicare or will become eligible for Medicare in the next 12 months, federal law gives you more choices about your prescription drug coverage. See separate legal notices for more details.**

# WHO'S ELIGIBLE?

METRO offers health care benefits to all full-time salaried employees. Benefits are also available to your dependents who meet the following eligibility requirements:

- Legal spouse
- Dependent children up to age 26, including any child for whom you are the legal guardian
- Dependent children of any age who are considered handicapped or disabled by the insurance provider, provided the child is unmarried and continues to meet the definition of a dependent
- Dependent grandchildren whom you have legally adopted, have legal guardianship of or can claim as a dependent on your tax return

**METRO may conduct random dependent eligibility audits.** During this process, employees with enrolled dependents may be asked to verify the eligibility of their covered dependents. If ineligible dependents are enrolled at the time of an audit, employees are subject to corrective action up to and including termination of employment. Adding a dependent as a result of a qualifying event requires documentation to verify eligibility prior to enrollment in the plan.

## TIMING OF METRO BENEFITS

### For New Employees

If you are a regular, full-time non-union employee working at least 30 hours per week, all benefits coverage begins on the first day of the month following your date of hire.

### For Employees Who Are Currently Eligible

Your benefit elections during open enrollment go into effect October 1, 2022, and last through September 30, 2023. Your health coverage ends at midnight on the last day of the month in which:

- Your employment with METRO ends,
- You transfer to an ineligible status for benefits, and/or
- A dependent becomes ineligible for coverage

## MAKING CHANGES AFTER ENROLLMENT

During the year, if you have a qualifying status change, you must complete and submit the Salaried Benefit Change Form (available on the Intranet under Online Forms) to the Benefits Department **within 30 days** of the event. Documentation is required to support the request.

Qualifying events include:

- **Adoption:** Requires court adoption documents and Social Security card
- **Birth of a Child:** Requires birth certificate or hospital birth facts
- **Common-law Marriage:** Requires informal marriage court document and Social Security card
- **Death:** Requires death certificate
- **Divorce:** Requires divorce decree
- **Guardianship:** Requires court guardianship documentation and Social Security card
- **Marriage:** Requires marriage license and Social Security card
- **Other Qualifying Events:** Requires Certificate of Credible Coverage/Medicaid/other required documentation to add or drop a spouse/child

**Remember:** If any of your dependents become ineligible for coverage under the METRO benefits program (i.e., divorce, death, over-age dependent), you are responsible for discontinuing coverage for the dependent within 30 days.



# YOUR HEALTH PLANS



## MEDICAL COVERAGE

You have a choice of four health plans. The **KelseyCare** plan lets you choose any Kelsey-Seybold doctor or allied health professional in the Houston area. The High Deductible Health Plan, Basic Plan, and Moderate Plan from **Cigna** let you choose any health care provider in the Cigna Open Access Plus network. Certain providers in this network have earned the Cigna Care Designation (CCD) for better outcomes and more cost-effective care. When you visit a specialist with CCD, you will pay a lower copay.

The chart below compares the **in-network** medical benefits for each of the health plan options.

	KELSEYCARE PLAN	HIGH DEDUCTIBLE HEALTH PLAN	BASIC PLAN	MODERATE PLAN
Annual Deductible (Individual/Family)	\$0/\$0	\$2,500/\$5,000	\$1,500/\$4,000	\$1,000/\$3,000
Out-of-Pocket Maximum (Individual/Family)	\$4,000/\$8,000	\$5,000/\$10,000	\$6,000/\$12,000	\$5,000/\$10,000
Coinsurance	20%	25%	25%	20%
METRO HRA Contribution (Individual/Family)	N/A	\$600/\$1,200	N/A	N/A
Preventive Care*	100%	100%	100%	100%
Office Visit (Primary Care/Specialist)	\$25 copay/\$45 copay	25% after deductible	\$40 copay/ \$60 copay (CCD) \$75 copay (non-CCD)	\$35 copay/ \$50 copay (CCD) \$65 copay (non-CCD)
Telemedicine with MDLive	\$10 copay	\$10 copay, after deductible	\$10 copay	\$10 copay
Urgent Care	\$100 copay	25% after deductible	\$60 copay	\$50 copay
Emergency Room (Waived if Admitted)	\$200 copay	25% after deductible	\$200 copay + 25% after deductible	\$200 copay + 20% after deductible
Hospitalization	20%	25% after deductible	25% after deductible	20% after deductible

\*Your doctor must code your visit as preventive. If you ask your doctor about other ailments during your appointment, he or she may code your visit as an office visit, which would trigger a copay or payment toward your deductible on the High Deductible Health Plan.

# PRESCRIPTION DRUG COVERAGE

All four plans include prescription drug coverage through OptumRx. The chart below compares the **in-network** prescription drug benefits for each of the health plan options.

	KELSEY CARE PLAN	HIGH DEDUCTIBLE HEALTH PLAN	BASIC PLAN	MODERATE PLAN
Prescription Drugs ( <b>Retail</b> )				
Generic	\$10 copay	25% after deductible	\$10 copay	\$10 copay
Preferred Brand	\$40 copay	25% after deductible	\$40 copay	\$35 copay
Non-Preferred Brand	\$60 copay	25% after deductible	\$60 copay	\$50 copay
Specialty	\$100 copay	25% after deductible	\$100 copay	\$100 copay
Prescription Drugs ( <b>Mail</b> )				
Generic	\$20 copay	25% after deductible	\$20 copay	\$20 copay
Preferred Brand	\$80 copay	25% after deductible	\$80 copay	\$70 copay
Non-Preferred Brand	\$120 copay	25% after deductible	\$120 copay	\$100 copay

## Walgreens90 Saver Plus

METRO members receive two (2) Retail grace fills, after which they must either have their maintenance medications delivered to their home via OptumRx home delivery or get a 90-day fill at Walgreens Pharmacy. If the prescription is filled elsewhere or for 30 days only, the member will pay cash, (100% out-of-pocket, full retail cost) for that medication.

# TELEMEDICINE

Your health plan includes telemedicine services with 24/7 access to board-certified physicians by video chat or phone for just \$10 per visit. Doctors can diagnose and treat many non-emergency issues such as cold, flu, asthma, allergies, nausea, diarrhea, rash, pink eye, urinary tract infections and more. Cigna's Telehealth Connection (MDLive) is available with all four health plans.

- If you are enrolled in the KelseyCare Plan, register at [www.kelsey-seybold.com/telemedicine](http://www.kelsey-seybold.com/telemedicine) or call (713) 442-6565.
- Members can access MDLive at [www.mdliveforcigna.com](http://www.mdliveforcigna.com), call (888) 726-3171, or download the mobile app.
- If you are enrolled in the KelseyCare Plan, you also have the option to conduct an E-visit or Video Visit through MyKelseyOnline or the MyKelsey app.

**NOTE:** Telemedicine pricing can be found on page three.

# NEED HELP DECIDING?

## GET HELP CHOOSING YOUR BENEFITS WITH ALEX

Picking the right benefit plans can be a challenge. Which medical plan is best for me? How much should I contribute to my flexible spending accounts? The decisions are important, and a lot goes into making the right choice. To make the process easier for you, METRO has brought in an easy-to-use online tool called ALEX.



ALEX will prompt you for some basic information, ask a few questions about your personal situation (everything you say remains confidential), and help you figure out what to choose.

Talking with ALEX feels like having a conversation with a real person. ALEX uses simple language, avoids insurance jargon and its explanations and recommendations are easy to understand. Also, because ALEX is available from any computer with an internet connection, you can use it with your family as you consider your options.

**NOTE:** ALEX does not enroll you in benefits. You must complete enrollment online at <https://metroactive.benefitdomain.com/login>.

# YOUR HEALTH PLANS IN ACTION

## MAKE AN INFORMED CHOICE

Below are examples of different health care needs and how the cost will vary between the plan options. Each example assumes employee is tobacco free and has completed all wellness requirements. Keep in mind, your costs may vary depending on your services and the providers you use.



Ryan is a relatively healthy single male. He watches what he eats and gets plenty of exercise. While he doesn't visit the doctor often, he did go twice this year for a sinus infection and 24 hour virus.

RYAN'S EXAMPLE	KELSEY-CARE PLAN	HIGH DEDUCTIBLE HEALTH PLAN	BASIC PLAN	MODERATE PLAN
<b>Payroll Deduction (24 pay cycles)</b>	<b>\$1,705.92</b>	<b>\$686.88</b>	<b>\$1,832.40</b>	<b>\$2,427.36</b>
<b>Total Annual Out-of-Pocket Cost</b>	<b>\$100</b>	<b>\$440</b>	<b>\$130</b>	<b>\$115</b>
Preventive	\$0	\$0	\$0	\$0
Two Primary Care Visits	\$50	\$200	\$80	\$70
One Generic Prescription	\$10	\$10	\$10	\$10
One Preferred Brand Prescription	\$40	\$230	\$40	\$35
<b>METRO HRA Contribution*</b>	NA	(\$440)	NA	NA
<b>Total Annual Cost</b>	<b>\$1,805.92</b>	<b>\$686.88</b>	<b>\$1,962.40</b>	<b>\$2,542.36</b>



Jordan is married with two children. Her family has frequent visits to their primary care physician and fills prescriptions for an ear infection and allergies. Also, her daughter breaks her leg, requiring a visit to the ER and multiple visits to a specialist.

JORDAN'S EXAMPLE	KELSEY-CARE PLAN	HIGH DEDUCTIBLE HEALTH PLAN	BASIC PLAN	MODERATE PLAN
<b>Payroll Deduction (24 pay cycles)</b>	<b>\$5,459.04</b>	<b>\$4,199.28</b>	<b>\$5,863.68</b>	<b>\$7,767.84</b>
<b>Total Annual Out-of-Pocket Cost</b>	<b>\$910</b>	<b>\$5,030</b>	<b>\$2,620</b>	<b>\$2,015</b>
Preventive	\$0	\$0	\$0	\$0
Eight Primary Care Visits	\$200	\$800	\$320	\$280
Six Visits to Specialist	\$270	\$1,500	\$360	\$300
One Emergency Room Visit	\$200	\$2,300	\$1,700	\$1,200
One Year of a Generic Prescription (30-Day Retail)	\$120	\$120	\$120	\$120
One Year of Generic Prescription (90-Day Mail Order)	\$80	\$80	\$80	\$80
One Preferred Brand Prescription	\$40	\$230	\$40	\$35
<b>METRO HRA Contribution*</b>	NA	(\$1,200)	NA	NA
<b>Total Annual Cost</b>	<b>\$6,369.04</b>	<b>\$8,029.28</b>	<b>\$8,483.68</b>	<b>\$9,782.84</b>

\*HRA Contribution applies to out-of-pocket costs and does not apply to payroll deductions.

## ➔ STEP 1

### COMPLETE A HEALTH ASSESSMENT

To receive the lowest Wellness rates, you and your covered spouse must take a health assessment online between August 15 and August 31, 2022, at [www.mycigna.com](http://www.mycigna.com).

## ➔ STEP 2

### GO SEE YOUR DOCTOR BY MARCH 20, 2023

METRO wants you to take care of yourself and your family by getting preventative care and forming a relationship with your doctor. That is why you and your covered spouse are required to get a checkup at least once every 12 months. Covered spouses are only required to get an annual physical.

If you or your spouse have not seen your doctor between January 1, 2022, and March 20, 2023 you will not receive the Wellness rates for the next 12 months.

## ➔ STEP 3

### COMPLETE TWO PREVENTATIVE EXAMS BY MARCH 20, 2023

Get any two of the following preventive exams: mammogram, colonoscopy, prostate exam, well-woman exam, vision exam, dental exam.

## HOW TO SUBMIT WELLNESS POINTS

1 Log on to the METRO Intranet > Departments > [Human Resources](#).

2 Click [Wellness Program](#).

3 Click [2023 Wellness Points](#).

4 To submit documentation, select [Add New Item](#) and then choose your activity.

5 Online documentation is optional. To submit, use [Click here to attach a file](#), browse for the related document, and click [Attach](#).

**NOTE:** Be sure to attach documentation for each exam separately.

6 Click [Save](#) in the top right of the box to update points.

7 Please retain support documents for random audit purposes.

# SAVE WITH WELLNESS

The METRO Wellness incentive program rewards your commitment with a **discount on your monthly medical rates** and **additional paid time off**. For more information, email [wellness@ridemetro.org](mailto:wellness@ridemetro.org) or call the METRO wellness team at (713) 739-4002.

- Complete steps 1, 2 and 3 to earn discounts on your medical rates.
- Earn 1,000 points between October 1, 2022, and September 18, 2023, to qualify for eight hours of Wellness incentive time off that you can take after October 1, 2023. See points opportunities below:

ACTIVITY	POINTS
Annual Weight ( <a href="#">reduce 10% of total weight</a> )	150
Online Health Coaching ( <a href="#">points per completed program on mycigna.com</a> )	150
Volunteer/Charity Work ( <a href="#">volunteer on a committee at METRO or charity organization for one year</a> )	250
Charity Walk/Run ( <a href="#">5k minimum</a> )	100
Healthy Babies Program Enrollment	100
Cycling ( <a href="#">20 miles minimum, must be an organized METRO cycling club or charity ride</a> )	100
Healthy Habits challenge ( <a href="#">eight week health challenge</a> )	100
Omada Program ( <a href="#">diabetes and hypertension management</a> )	100
Weight Management Program ( <a href="#">four sessions</a> )	75
Tobacco Cessation Program ( <a href="#">for current tobacco users only</a> )	75
Physical Activity ( <a href="#">aerobics, cycling, yoga, walking, running, etc. - 450 minutes minimum per month</a> )	75
Disease Management ( <a href="#">chronic condition management with Cigna coach</a> )	75
Preventive Health Screenings ( <a href="#">mammogram, colonoscopy, prostate exam, well-woman exam, vision exam, dental exam</a> )	50
Nutrition Counseling ( <a href="#">points per session</a> )	50
Wellness Presentations ( <a href="#">up to 200 wellness points</a> )	50
Diversity/Cultural Programs ( <a href="#">points per session</a> )	50
Learning and Development Workshops ( <a href="#">points per session</a> )	50
EAP — Financial Courses and Counseling Sessions	50
Telemedicine Registration	50
Team Building Event	50
Wellness Challenges	50
Well-being Webinars ( <a href="#">Optum EAP, Methodist, Kelsey, and Airrosti</a> )	50
Prudential Financial Well-being Seminars	50
Vaccinations ( <a href="#">per vaccination</a> )	25
Physical Therapy ( <a href="#">points per session</a> )	25
Stress Therapy ( <a href="#">points per session</a> ) SERVICES/TREATMENT MUST BE RECEIVED FROM HEALTH CARE PROVIDER	25
Attend a METRO Health Fair	25

If you've completed an activity not listed that you'd like considered for points, submit documentation to the Wellness staff at [wellness@ridemetro.org](mailto:wellness@ridemetro.org).



# MEDICAL SEMI-MONTHLY RATES

Employee rates are withheld from the first two pay periods of each month (24 deductions per year). The rates shown below are the lowest possible rates. To receive those rates, you will need to be tobacco free **and** you and your covered spouse will need to complete steps 1, 2 and 3 of the wellness requirements on page five.

	KELSEY CARE PLAN	HIGH DEDUCTIBLE HEALTH PLAN (HDHP)	BASIC PLAN	MODERATE PLAN
Employee only	\$71.08	\$28.62	\$76.35	\$101.14
Employee + 1	\$140.74	\$108.22	\$151.17	\$200.27
Employee + 1 + Spousal Surcharge*	\$259.82	\$206.61	\$300.39	\$385.12
Employee + 2	\$227.46	\$174.97	\$244.32	\$323.66
Employee + 2 + Spousal Surcharge*	\$346.53	\$273.36	\$393.53	\$508.51

\*The spousal surcharge applies if your spouse has medical coverage through his or her employer. If s/he has qualified coverage elsewhere, you will be charged more if you choose to add her/him to your METRO health plan.

## CALCULATING YOUR MEDICAL RATES

### If You Are a Tobacco User: Add \$25.00 to Your Semi-monthly Medical Rates

If you have used any form of tobacco within the last 12 months, you are considered a tobacco user. When enrolling for your benefits, you must truthfully select this answer. To calculate your adjusted rate, take the rate listed above for the number of people covered and the plan you choose and add \$25.00.

For example, if you choose Employee only coverage on the KelseyCare plan, are a tobacco user, and you completed your wellness requirement, you will pay \$96.08 (\$71.08 + \$25.00) each semi-monthly pay period for medical coverage.

### If You Do Not Complete Wellness Requirements: Add \$17.50 to Your Semi-monthly Medical Rates

You must complete steps 1, 2 and 3 of the wellness requirements on page five to earn the discounted wellness rate. To calculate your adjusted rate if you fail to complete the requirement, take the rate listed above for the number of people covered and the plan you choose and add \$17.50.

For example, if you choose Employee + 1 coverage on the KelseyCare plan and you do not complete the wellness requirement, you will pay \$158.24 (\$140.74 + \$17.50) each semi-monthly pay period for medical coverage.

**If your covered spouse does not complete the health assessment, then add an additional \$17.50 to your semi-monthly medical contributions.**

# YOUR DENTAL PLANS AND RATES

METRO's dental plan is provided by **MetLife**. If you elect MetLife DHMO you must select a participating dentist at enrollment, then refer to your Schedule of Benefits to see what's covered and your costs.

	DENTAL DHMO (In-Network Only*)	DENTAL PPO (In- and Out-of-network)
Annual Deductible (Individual/Family)	None	\$50/\$150
Annual Maximum (Per Person)	None	\$2,000
Orthodontic	Schedule of fees**	\$1,000 lifetime maximum
Covered Services	Dental DHMO	Dental PPO Plan Pays
Preventive Care (Deductible waived on PPO Plan, Includes Oral Examinations and Cleanings)	Schedule of fees**	100%
Fluoride Treatment (to age 19)	No cost*	100%
Basic Dental Services (Extractions, Sealants, Periodontics, Endodontics, i.e. Dentures and Bridges)	Schedule of fees**	80%
Major Dental Services (Crowns, Cast Restorations, Prosthodontics, Implants)	Schedule of fees**	50%
Orthodontic Services (to age 26)	Schedule of fees**	50%

\* You must select an in-network dentist when you enroll in the DHMO.

\*\*Refer to your description of benefits for copays and limitations.

Employee rates are withheld from the first two pay periods of each month (24 deductions per year).

METLIFE DENTAL DHMO		
	Employee	METRO
Employee only	\$0.66	\$4.08
Employee + 1	\$1.09	\$6.73
Employee + 2	\$1.61	\$9.98

METLIFE DENTAL PPO		
	Employee	METRO
Employee only	\$2.56	\$13.00
Employee + 1	\$4.36	\$22.10
Employee + 2	\$6.67	\$33.80

## IMPORTANT: Select a Dentist Today!

### Step 1: Obtain a facility ID for your preferred dentist

Visit [www.metlife.com](http://www.metlife.com) and select **Find a dentist**. Next, select Network Type **Dental HMO/Managed Care** and plan **MET335**. This will provide a list of dentists within the selected area. The facility ID will be shown directly below the dentist name.

### Step 2: Designate your preferred dentist

Log into [www.metlife.com](http://www.metlife.com) and click **Choose a Dental office** or call MetLife at (800) 880-1800.

NOTE: If a facility ID is not chosen online or called into MetLife, you and your dependents will NOT have coverage.

# YOUR VISION PLAN AND RATES

METRO's vision plan through **Davis Vision** covers routine eye exams and helps you pay for glasses or contact lenses. Review the chart below for the amount you will pay for the vision service listed.

	VISION COVERAGE	
	In Network	Out of Network
Eye Exam and Materials (Once every 12 months)	\$15 copay	\$40 allowance
Lenses (Once every 12 months) Single Vision Bifocal Trifocal	\$15 copay \$15 copay \$15 copay	\$40 allowance \$60 allowance \$80 allowance
Frames (Once every 12 months)	Visionworks: covered in full Other: \$130 allowance plus 20% off	\$50 allowance
Contact Lenses In lieu of eyeglass lenses and eyeglass frames	Elective: \$150 allowance plus 15% off Medically necessary: covered in full	Elective: \$105 allowance Medically necessary: \$225 allowance
Laser Vision Correction	\$500 lifetime allowance	Not covered

You can find an in-network eye doctor by visiting [www.davisvision.com](http://www.davisvision.com) or calling (800) 999-5431.

Employee rates are withheld from the first two pay periods of each month (24 deductions per year).

DAVIS VISION COVERAGE		
	Employee	METRO
Employee only	\$0.39	\$2.24
Employee + 1	\$0.59	\$3.42
Employee + 2	\$0.98	\$5.67



## HEALTH REIMBURSEMENT ACCOUNT

If you choose the High Deductible Health Plan, METRO will contribute to your Health Reimbursement Account (HRA). See how an HRA works below:

- **METRO will deposit \$600 or \$1,200** (depending on who you cover) into your HRA.
- The dollars in your HRA can be used to pay for eligible health care expenses – costs that count toward your deductible.
- The HRA does not apply toward dental or vision expenses.
- After the money in your HRA is used up, you pay for your health care expenses up to your annual deductible.
- When you reach your deductible, you and the plan share the costs for covered services.
- Your costs for covered services are limited by an out-of-pocket maximum.
- **Bonus:** Your HRA dollars roll over from year to year.

## FLEXIBLE SPENDING ACCOUNTS

### Health Care Flexible Spending Account (FSA) with Carryover

No matter which health plan you choose, you can enroll in the health care FSA through **WEX**. You will receive your FSA debit card in the mail after enrolling. See how the health care FSA works below:

- The FSA plan year begins January 1 and ends December 31.
- Set aside pre-tax dollars to pay for eligible medical, pharmacy, dental and vision care expenses.
- You can access the full amount of your account on day one of your plan year, and you can carry over a minimum of \$5 up to the maximum of \$550 from one plan year to the next.
- The maximum you can contribute to your health care FSA is \$2,850.

### Dependent Care FSA

No matter which health plan you choose, you can enroll in a dependent care FSA. See how a dependent care FSA works below:

- Set aside pre-tax dollars to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or elder care.
- The maximum you can contribute is \$5,000.



# LIFE INSURANCE AND AD&D



METRO provides basic life and basic accidental death and dismemberment (AD&D) coverage through **Sun Life** to full-time salaried employees at no cost to you. You may also add voluntary coverage for yourself and your family for an additional cost. Please be sure to designate a beneficiary.

	LIFE OPTIONS	GUARANTEED ISSUE AMOUNT
<b>Basic Life and Basic AD&amp;D (company paid)</b>		
Active Employees	Two times your pay*	N/A
Police	Two times your pay* + \$60,000 (basic life only)	N/A
<b>Voluntary Life and AD&amp;D (employee paid)</b>		
Voluntary Life	\$10,000 - \$300,000	\$50,000
Voluntary Dependent Life (Spouse)	\$10,000 - \$300,000	\$50,000
Voluntary Dependent Life (Child)	\$10,000 (\$500 for infants < six months)	\$10,000
Voluntary AD&D	\$10,000 - \$300,000	\$300,000

\*Up to plan maximum. See certificate of coverage for more details.

You can add life insurance for your spouse. Elections for your spouse cannot exceed 100% of the voluntary coverage amount you elect for yourself. It is your responsibility to remove children from coverage once they turn age 26. Spouse voluntary coverage terminates at age 70.

**NOTE:** You may only be covered once under the METRO benefits plan. For example, if you and spouse both work for METRO, your spouse may NOT elect voluntary life coverage and be covered under your voluntary spouse life plan.

## PROTECT YOUR LOVED ONES

It is important to keep your beneficiary information updated to ensure that your life and AD&D benefits are paid out according to your wishes. As a government entity, your rights under the group insurance policy may be subject to your state's community property laws. To learn more and add/update your beneficiary information, download the beneficiary designation form on <http://metroactive.benefitdomain.com> (Username: active Password: active).

The employee basic, voluntary life and AD&D plans also include the following benefits:

- Waiver of premium for total disability
- Accelerated death benefit
- Conversion to an individual plan
- Portability to group term life
- Will preparation services
- Emergency travel assistance through Assist America – download the mobile app to have support while you travel
- Identity theft protection

Rates are based on you and your spouse’s ages. Your premium goes up beginning with the pay period when you and/or your spouse move to a new age group.



## LIFE INSURANCE CHANGES

After your new hire enrollment period, evidence of insurability (EOI) is required to add or increase coverage to voluntary life insurance plans. The EOI form is available on <http://metroactive.benefitdomain.com>

Username: active  
Password: active

NOTE: Your life insurance benefits reduce to 65% of your original coverage amount once you reach age 70, to 45% at age 75, to 30% at age 80 and to 20% at age 85. Spouse coverage ends when your spouse turns age 70.



## COLONIAL VOLUNTARY OPTIONS

You can sign up for additional coverage through **Colonial Life Accident and Insurance Company**. Each policy pays \$50 per year if you take one preventive exam.

### ACCIDENT

This coverage helps pay for medical expenses, such as emergency room fees, deductibles and copays resulting from a fracture, dislocation or other covered accidental injury that happens off the job. It includes accidental death and dismemberment coverage.

### CRITICAL CARE

This coverage provides cash for direct and indirect costs related to a covered critical illness. These include heart attack, stroke, kidney failure, coma, permanent paralysis due to an accident, organ transport, blindness, occupational infectious HIV or Hepatitis B, C or D.

### HOSPITAL CONFINEMENT - MEDICAL BRIDGE

This coverage provides cash for a covered hospital confinement and covered outpatient surgery to help offset any gaps between copays and deductibles.

### CANCER CARE

This coverage provides cash for direct and indirect costs related to a cancer diagnosis.



# DISABILITY AND LEAVE BENEFITS

## SHORT-TERM LEAVE OF ABSENCE (STLOA)

All regular, full-time salaried employees are eligible for short-term leave of absence benefits on the first of the month after your hire date. Depending on your years of service to METRO and how long you are unable to work, you can receive a percentage of your base pay for up to 26 weeks. METRO offers (STD) insurance through **Sun Life**.

LENGTH OF SERVICE	100% BASE PAY FOR THE FIRST:	75% BASE PAY FOR THE NEXT:	REMAINING BENEFITS
Less than 1 year	1 week	2 weeks	23 weeks at 50%*
1 - 2 years	2 weeks	4 weeks	20 weeks at 50%*
2 - 3 years	3 weeks	8 weeks	15 weeks at 50%*
3 - 4 years	4 weeks	12 weeks	10 weeks at 60%*
4 - 5 years	5 weeks	16 weeks	5 weeks at 60%*
5 years or more	6 weeks	20 weeks	Eligible for long-term disability*

\*Other conditions apply. Contact the Benefits Department with questions.



## LONG-TERM DISABILITY (LTD)

Long-term disability insurance is available for all full-time salaried employees who have exhausted their short-term leave of absence benefits. Employees must be unable to work for more than 180 days to qualify.

The gross disability benefit is equal to 60% of earnings up to a maximum of \$5,000 per month and not less than \$100 or 10% of an employee's monthly earnings. To report a disabling incident, contact the Benefits Department.

**NOTE:** A pre-existing condition is an injury, sickness or pregnancy that begins within the three months before your effective coverage date and for which you've received medical care, treatment or services. No disability benefits are payable for a pre-existing condition that results in partial or total disability until you have been covered by the plan for 12 consecutive months. If you are enrolling in disability coverage for the first time, you are subject to the pre-existing condition limitations. Please contact Sun Life at 800-247-6875 for more information concerning FMLA.



# ADDITIONAL BENEFITS

## LEGAL INSURANCE

With legal insurance, you pay a low monthly premium to gain the protection of a trusted, qualified attorney at your side day or night. The lawyers available through **Texas Legal** can help you save money on simple legal costs like wills and estate planning, divorce, traffic tickets, buying a house, and consumer protection. In case of larger, unanticipated legal issues (i.e. identity theft, bankruptcy, criminal defense), you get a board-certified attorney on your side. Apply for legal insurance through [www.texaslegal.org](http://www.texaslegal.org).

## AUTO AND HOME INSURANCE

Auto and home insurance from **MetLife Auto and Home** is designed so that you are not surprised by coverage gaps or unexpected costs. To get a quote, visit [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) or call (800) GET-MET8. The features include:

AUTO BENEFITS	HOME BENEFITS
Convenient payment options	Convenient payment options
24/7/365 claim service	In the event of a loss, your home would be fully replaced without you incurring extra costs
Identity theft protection services	Maximum coverage equal to the replacement cost at the time the repair is made
Enhanced rental car damage coverage	Materials of “like kind and quality” for rebuilding your house
Towing/roadside assistance	An insurance benefit amount that meets the current construction costs to rebuild it —even if costs exceed your dwelling limit
Windshield repair without a deductible	Replacement cost on home contents

## PET INSURANCE

Pets are an important and comforting part of a family. And like all parents, pet parents want to provide the highest level of care. Working with **Nationwide**, we offer plans that provide the right protection that meet your pet care needs, including savings for veterinary bills and extended plans for pets with certain conditions. Visit <http://benefits.petinsurance.com/metro> or call (877) 738-7874 for more information.





# 2023 HOLIDAY SCHEDULE

**NEW YEAR'S DAY** Monday, January 2

**THANKSGIVING DAY** Thursday, November 23

**MARTIN LUTHER KING, JR. DAY** Monday, January 16

**DAY AFTER THANKSGIVING** Friday, November 24

**MEMORIAL DAY** Monday, May 29

**CHRISTMAS** Monday, December 25

**JUNETEENTH** Monday, June 19

**EMPLOYEE DAYS** Three days within each calendar year that are mutually agreed upon by the employee and the supervisor

**INDEPENDENCE DAY** Tuesday, July 4

**LABOR DAY** Monday, September 4

NOTE: Please refer to your employee handbook for holiday pay eligibility. In the interest of accomplishing Authority objectives, management reserves the right to designate and change the holiday schedule to be observed each year.

# CONTACTS



BENEFIT	PROVIDER/GROUP #	PHONE	WEBSITE
KelseyCare Plan	<b>Kelsey-Seybold</b> GROUP # 3338991	(713) 442-0006	<a href="http://www.kelsey-seybold.com">www.kelsey-seybold.com</a>
High Deductible, Basic and Moderate Plans	<b>Cigna</b> GROUP # 3338991	(800) 244-6224	<a href="http://www.cigna.com">www.cigna.com</a>
Telemedicine	<b>KelseyCare MDLIVE</b>	(713) 442-6565 (888) 726-3171	<a href="http://www.kelsey-seybold.com/telemedicine">www.kelsey-seybold.com/telemedicine</a> <a href="http://www.mdliveforcigna.com">www.mdliveforcigna.com</a>
Prescription Drugs	<b>OptumRx</b> GROUP: METRO BIN # 610011	Customer Service: (855) 811-2221 Specialty Pharmacy: (855) 427-4682	<a href="http://www.optumrx.com">www.optumrx.com</a> <a href="http://www.specialty.optumrx.com">www.specialty.optumrx.com</a>
Vision	<b>Davis Vision</b>	(800) 999-5431	<a href="http://www.davisvision.com">www.davisvision.com</a>
Dental	<b>MetLife</b> GROUP # 123061	(800) 438-6388	<a href="http://www.metlife.com/dental">www.metlife.com/dental</a>
Flexible Spending Accounts (FSA)	<b>WEX</b>	(866) 451-3399	<a href="http://www.discoverybenefits.com">www.discoverybenefits.com</a>
Life Insurance, AD&D and Long-Term Disability	<b>Sun Life Financial</b> GROUP # 900763	(800) 247-6875	<a href="http://www.sunlife.com/us">www.sunlife.com/us</a>
Employee Assistance Program	<b>Optum</b>	(866) 248-4094	<a href="http://www.liveandworkwell.com">www.liveandworkwell.com</a> ACCESS CODE: ridemetro
COBRA	<b>WEX</b>	(866) 451-3399	<a href="http://www.discoverybenefits.com">www.discoverybenefits.com</a>
401(a) and 457(b)	<b>Empower Retirement</b>	(800) 701-8255	<a href="https://participant.empower-retirement.com/participant/">https://participant.empower-retirement.com/participant/</a>
Legal Insurance	<b>Texas Legal</b> MASTER POLICY # 2004-100	(800) 252-9346	<a href="http://www.texaslegal.org">www.texaslegal.org</a>
Auto and Home Insurance	<b>MetLife</b>	(800) 438-6388	<a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a>
Pet Insurance	<b>Nationwide</b>	(877) 738-7874	<a href="http://benefits.petinsurance.com/metro">http://benefits.petinsurance.com/metro</a>
METRO Credit Union	<b>Met Tran Federal Credit Union</b>	(713) 861-4780	<a href="http://www.mettranfcu.org">www.mettranfcu.org</a>
Voluntary Insurance	<b>Colonial Life and Accident Insurance</b>	(713) 774-6110	<a href="http://www.coloniallife.com">www.coloniallife.com</a>
FMLA and STLOA	<b>Sun Life Financial</b>	(877) 726-3652	<a href="http://www.sunlife-ams.com">www.sunlife-ams.com</a>
METRO Benefits Website	<b>N/A</b>	(713) 739-6060	<a href="http://metroactive.benefitdomain.com">http://metroactive.benefitdomain.com</a> USERNAME: active   PASSWORD: active

# LEARN THE LANGUAGE



Understanding a few key terms can go a long way toward understanding your benefits and choices. Here are a few you'll hear a lot.

**COPAY** A set dollar amount you pay for covered health care services, usually when you receive the service.

**DEDUCTIBLE** What you pay out of pocket for health care services before the plan begins to pay a portion.

**COINSURANCE** Your share of the costs of covered health care services after you reach the deductible. You pay your percentage and the health plan pays the rest.

**OUT-OF-POCKET MAXIMUM** What you have to pay before the plan pays 100% of your covered costs.

**PREMIUM** The amount you pay from your regular bi-weekly paycheck or direct debit from your checking account for insurance coverage.

**HEALTH REIMBURSEMENT ACCOUNT (HRA)** An IRS-approved and employer-funded account that reimburses participants enrolled in the High Deductible Health Plan (HDHP) for eligible out-of-pocket medical expenses (\$600 individual/\$1,200 family).

**PREVENTIVE CARE** Exams and screenings to maintain health and prevent disease.

**PRIMARY CARE PROVIDER** The doctor you go to first when you are not feeling well.

**URGENT CARE** When you have a minor illness or injury and can't get in to see your doctor, urgent care facilities are faster, cheaper alternatives to the emergency room.

**EOB** The Explanation of Benefits (EOB) is a statement from your insurance company sent to you after a health care service is paid by the insurance company. It also reflects the amount you may owe.



RIDEMETRO.ORG  
1900 MAIN ST., P.O. BOX 61429  
HOUSTON, TX 77208-1429

#### THE FINE PRINT

The information contained in this summary should in no way be construed as a promise or guarantee of employment. The company reserves the right to modify, amend, suspend, or terminate any plan at any time for any reason. If there is a conflict between the information in this brochure and the actual plan documents or policies, the documents or policies will always govern. Complete details about the benefits can be obtained by reviewing current plan descriptions, contracts, certificates, policies and plan documents available from your Human Resources Office. This Benefits Enrollment Guide highlights recent plan design changes and is intended to fully comply with the requirements under the Employee Retirement Income Security Act ("ERISA") as a Summary of Material Modifications and should be kept with your most recent summary plan description.