

Benefits, Health and Welfare

If you are setting up your new employee benefits, preparing for a life or family change, or want to explore additional health and benefit options, this guide can help you familiarize yourself with your options.

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A. Benefits for New Hires

Welcome to the University! Navigating all the information out there can be a bit overwhelming but there is help! If you have questions, feel free to contact LHRD who can help you navigate and get enrolled for all your benefits quickly. When in doubt, ASK!

- Remember you only have 31 days to enroll.
- The sooner you enroll, the sooner you will receive your medical cards and be able to use your benefits.
- After you have enrolled in your benefits, you will receive a [Family Member Eligibility Verification packet](#) from Secova requesting documentation to verify your family members. It will normally take a few weeks to receive this audit packet. You will need to complete the audit by the due date to avoid loss of coverage.

Enrollment

To enroll in benefits, log on to the [UCPath](#) website.

For newly eligible employees, employees who have had a change in their appointment and are now eligible for benefits, it may be necessary to complete the [UPAY 850](#) form to enroll instead of enrolling online.

For employees hired after 7/1/2016:

Beginning *July 1, 2016*, you will have a choice with your UC retirement through the [UC Retirement Choice Program](#). You will receive information on the new retirement plan on your first day, and Fidelity will be sending you additional information and reminders to complete your pension choice.

It is imperative that you make your pension choice decision online as soon as possible. Your retirement choice deduction will not begin until you have made that choice.

Visit [UCnet](#) for further information regarding the 2016 Retirement Choice Program.

Related Resources:

[UCnet: Compensation and Benefits](#)

[Benefits at UC Berkeley](#)

[What to Do if You're a New Employee: a roadmap for enrolling in benefits at UC](#)

B. Open Enrollment

During open enrollment (held in November) you can:

- Transfer to a different health or dental plan (Learn more about your [health and welfare options](#))
- Add or de-enroll eligible family members (Learn more about [benefits related to life events](#))
- Enroll in or opt out of medical, dental or vision
- Enroll or re-enroll in the [Health and Dependent Care Flexible Spending Accounts](#)

All changes made during open enrollment will be *effective on January 1st of the following year.*

Watch for the emails and mailings regarding open enrollment that will start going out sometime in October.

Disability, Life Insurance, and/or AD&D

If you didn't enroll in Disability or Life insurance during your initial 31 day PIE (Period of Initial Eligibility) when first hired you will need to complete a Statement of Health to request enrollment. You can sign up for AD&D coverage at any time.

How to enroll:

- Disability - To begin the process and receive the packet, contact our [HR Business Partner](#).
- Life Insurance - See UC information about [Outside of a period of initial eligibility](#).
- AD&D - Complete the [Upay 850 form\(link is external\)](#) and submit it to our [HR Business Partner](#) or to [SERVICE NOW](#) (Berkeley Regional Services).

Domestic Partners

You can enroll a same sex domestic partner on your benefits. To enroll an opposite sex domestic partner, one person in the couple must be age 62 or older.

More information:

- [UC booklet on Benefits for Domestic Partners \(includes information about](#)

- [eligibility, description of benefits and forms\)](#)
- [Establishing a domestic partnership](#)
- [Domestic Partner, FAQ](#)
- [Benefit Changes resulting from Supreme Court DOMA ruling](#)

C. Library Ergonomics Program

The UC Berkeley [Ergonomics Program](#), provided by University Health Services, promotes a healthy, safe, and efficient workplace for faculty and staff. Good posture, along with effective ergonomics design, can reduce and prevent the human and financial costs of injuries related to ergonomics hazards.

The Library strongly believes in maintaining ergonomically healthy and safe workstations. The Library has set aside a budget for standard ergonomics equipment, however each unit may be required to cover the costs of optional items or exceptional requests. All Library employees who are required to use a computer for 4 or more hours a day should have their workstations ergonomically evaluated. Supervisors should contact [Library Ergonomics](#) to arrange an ergonomics evaluation for their employees. Employees suffering from injury or pain should immediately contact [LHRD](#), and an ergonomics evaluation will be scheduled with the employee.

Library staff who would like to have their workstations ergonomically evaluated should follow the steps below:

1. Have your supervisor initiate the ergonomics process by contacting [Library Ergonomics](#) to arrange an evaluation.
2. The Library Ergonomics Evaluator will contact you to schedule an ergonomics evaluation of your workstation.
3. Complete an online version of Computer Health Matters, a free training promoting healthy and safe work practices and the effective use of workstation furniture and accessories. You can enroll for the workshop through the UCB Learning Center. Campus has a program called Matching Funds which reimburses a department some of the costs for ergonomic pre-approved products. In order to qualify, the employee needs to complete the Computer Health Matters workshop with a passing grade of 80% or higher.
4. The Library Ergonomics Evaluator will then evaluate your workstation, fill out a Computer Work Station Assessment Form, offer recommendations and/or modifications, and determine what products, if any, should be purchased to upgrade your workplace for ergonomics compliance.
5. Additional workshops may be required before the purchase of ergonomics products.
6. You and your supervisor will receive a completed Computer Work Station

Assessment Form. Questions about the form should be sent to [Library Ergonomics](#).

D. Life Changes

Having a baby? Adopting a child?

Congratulations! Make an initial appointment with LHRD, who will help you navigate your eligibility for maternity or paternity benefits. The links below can help you formulate your questions.

- [Pregnancy, newborn fact sheet](#)
- [Family Changes Fact Sheet](#)
- [Paid Time off Fact sheet](#)
- [Your Guide to UC Disability Benefits](#)
- [FMLA Factsheet](#)
- [CFRA and Pregnancy Disability Notice](#)
- [Breastfeeding support](#)

Further information:

- [\(UCnet\) What to do if you're having a baby](#)
- [\(UCnet\) What to do if you're adopting a child](#)

Getting married?

Congratulations! You have 31 days to enroll your spouse for benefits. Make an appointment with our LHRD, who will inform you of your benefit options.

See UCnet for a [complete checklist](#) and a [family changes fact sheet](#).

Changing your name?

If you have recently changed your name or are in the process of changing your name, you will need to bring official documentation of the name change before we can change your name on the University records. Please bring a social security card

or Driver's license to LHRD.

Getting divorced?

Once the divorce is final you may remove the divorced spouse from your benefits. You will need to provide the legal documents that include the official divorce date in order for campus to process the change. Make an appointment with LHRD, who can inform you of your options.

Naturalized citizen?

Congratulations! Please bring your naturalization paperwork to LHRD for your campus records to be updated.

E. Workers' Compensation

Workers' Compensation is a state-mandated benefit for employees with work-related injuries and illnesses, awarded without regard to who is at fault. Employers are required to provide benefits in case of injury, illness, death, or aggravation of a pre-existing condition resulting from employment. For the University of California, these benefits are administered by a self-insured plan. There is no outside insurance carrier. The University contracts with a third-party administrator, Sedgwick CMS, for the management of its claims.

Library Human Resources and Campus Shared Services works with the University Health Services - Workers Compensation Office for all Library employees. When you or one of your employees is injured at work, a Report of Incident Form must be completed. The form is normally completed by the supervisor and must be completed within 24 hours from the time you learn of the injury or illness.

The form should be submitted to your CSS Business Partner or LHRD either in

person, or by fax, email or scan to [LHRD](#) within **24 hours**.

Once the injured employee is seen by the Occupational Health Clinic on campus, they will receive a Medical Evaluation for Work form. This form should be given to the supervisor **and** the Library Human Resources Department or CSS Business Partner **immediately** upon return to the Library. This applies every time they are seen by the Health Care Provider.

The supervisor will be contacted by the CSS Business Partner or LHRD to update the latest job description and Physical, Environmental, Mental Demands Form (PEM). These forms will be reviewed by the CSS Business Partner, LHRD and the campus Vocational Rehabilitation Counselor at the time of every claim.


Within a few days of the Report of Incident form being completed, the supervisor will receive a phone call for additional information from Sedgwick, the third party administrator who manages the claims for the University. The employee will receive an additional form for completion at their home address.

Reporting leave for workers' compensation

In some cases, the leave reporting for workers comp will be different. If the employee is receiving treatment, please contact the CSS Business Partner or LHRD to confirm the leave reporting details each month.

F. Disability

Are you having surgery? Did you experience a serious illness or injury? Are you expecting a child?




These are just a few reasons that you may need to learn more about your disability benefits. If you and your Health Care Provider are discussing a possible leave of absence from work for any of these or other medical reasons, you should make an appointment with contact Library Human Resources, who will help you through this process. Arranging for disability, whether it is a full leave of absence or intermittent time off, can sometimes be lengthy, so prompt action is important. Most of these reasons (in addition to others) are also reasons for FMLA, Family Medical Leave. FMLA is Basic Leave Entitlement that provides up to 12 weeks of unpaid, job-protected leave or intermittent time off to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

If you are having surgery, experiencing a serious health condition, having a baby, or caring for a sick family member, please contact the [Library Human Resources Department](#).

to determine if your situation is a FMLA qualifying event and to arrange for the leave.

Even if you believe you will only miss a few days of work and will not require a leave of absence, also contact Library Human Resources. When an employee is under the care of the Health Care Provider (HCP), there may be a need for an



accommodation and it is important you bring in documentation from your HCP that indicates if an accommodation is necessary.