

the plan. If the spouse/partner is joining the Lehigh employee's plan and that spouse/partner has access to medical insurance through his/her employer but chooses instead to use the Lehigh employee's plan, the Lehigh employee will be subject to a monthly surcharge fee. For more information, visit www.lehigh.edu/~inhro/FlexMedical.htm.

Dental Insurance

The Lehigh dental plan has a national network. Only employees who will be located outside the United States for an extended period of time may cancel current dental coverage between annual enrollment periods. A cancellation of coverage becomes effective on the last day of the month in which the QLE occurs.

Payroll Issues

It is the employee's responsibility to notify Lehigh's Payroll Office of any changes in address and telephone number as a result of a change in work site/residence location. Information on tax implications as well as payroll procedures and access to forms is available online at: www.lehigh.edu/~inctr/procedures_payroll.html.

Check out Human Resources' other *Making Sense of Your Benefits* brochures, including:

- *Making Sense of Your Benefits: Ensuring a rich retirement*
- *Making Sense of Your Benefits: Relocation of your residence*
- *Making Sense of Your Benefits: Changes to your child's dependency status*
- *Making Sense of Your Benefits: Divorce/dissolution of domestic partnership*
- *Making Sense of Your Benefits: Getting married or establishing a domestic partnership*
- *Making Sense of Your Benefits: Having or adopting a child*

For additional information on the benefits offered at Lehigh University, access the Human Resources Website at: www.lehigh.edu/~inhro/benefits_administration.html. For additional informational brochures, visit www.lehigh.edu/~inhro/benefits_life_events.html.



HUMAN RESOURCES OFFICE

428 Brodhead Avenue
Bethlehem, PA 18015-1687ph: 610-758-3900
f: 610-758-6226www.lehigh.edu/~inhro

Making Sense of Your Benefits:

*Change in the work
status of your
spouse/partner*

Your Spouse Switched Jobs or Stopped Working. Now What?

Changes in work status of your spouse may affect your benefits

If your spouse or partner has changed jobs or has had a status change in his or her job, your benefits elections may need to be adjusted. In order to ensure a seamless benefits transition during this change, we've compiled some information so that you know exactly what needs to be done.

A change in work status of your spouse or partner is considered a Qualifying Life Event (QLE).

But what is a QLE? Certain life events — such as marriage, birth or adoption of a child, or change in job status — can result in changes in an employee's benefits needs and/or affect an employee's eligibility for some of Lehigh's benefits. A **“qualifying event” is one that allows adjustments to benefit elections in response to a life event.** So, because your spouse or partner has experienced a change in job status, you can elect to make some

changes to your benefits choices without waiting for the next Open Enrollment season.

Those changes, however, must be requested in a timely manner — within thirty (30) days of the job change — and requested changes must be consistent with the nature of the qualifying event and previous election choices.

It's important to remember that whenever a QLE occurs, the **Human Resources (HR) Office must be notified** and the necessary forms and documentation must be provided to update the personnel file and/or change benefit elections, as applicable.

If your spouse/partner makes a significant change in the location of work site, employer, employment status, or residence, this change may affect access to health insurance benefits. Examples might include:

- A spouse who is transferred to another position at a different corporate location
- A spouse who has a schedule change from full-time to part-time status
- A spouse who changes em-

ployer

- A spouse who starts or ends employment

HR/Benefits Checklist

To ensure alignment with this change in status, the employee needs to:

- Notify HR of personal information changes;
- Evaluate health insurance options and make appropriate changes for new location; and
- Make appropriate changes to flexible spending accounts.

Health Insurance

If the change in job status adversely affects access to coverage for you and/or your eligible dependents, coverage may be switched to another available health insurance plan. Employees are advised to review the service area and provider network (local vs. national) of the current insurance plan versus other plans available through Lehigh's Flexible Benefits Plan or through a working spouse/partner's employer plan. As needed, the employee may change medical plans, start or end coverage or the spouse/partner's coverage under a Lehigh plan in favor of another employer's plan, as well as add/drop dependents from