



STANFORD UNIVERSITY
POSTDOCTORAL SERVICES

August 22, 2002

TO: Directors of Finance and Administration
Student Services Administrators
BISNet Administrators

FROM: Michael Cowan
Associate Dean for Postdoctoral Affairs

RE: Changes in Benefits and Benefit Rate for Postdoctoral Scholars

I am writing to update you on new policies and procedures regarding benefits coverage for the 02-03 academic year. As you know, the fully paid disability/life insurance benefit was extended to all Postdoctoral Scholars across the university on January 1, 2002. On January 1, 2003, all Postdoctoral Scholars will be eligible for fully paid dental coverage. The purpose of this memo is to update you on policy changes and to notify you on how the extended benefits will be funded.

POSTDOCS PAID AT LEAST 51 PERCENT SALARY

A new fringe benefit rate of 14.8 percent has been approved for Postdoctoral Scholars effective September 1. That pool is used to fund the following benefits:

1. Medical Insurance

All scholars must enroll in either the university plan called Cardinal Care (although this plan cannot be funded through the fringe pool mechanism) or one of the Cigna Medical Plans offered through the Office of Postdoctoral Services or provide proof of alternative coverage. The fringe pool will continue to fund single Cigna coverage and 70 percent of the premium for the family benefit at the HMO rate. You can find detailed information on our website at <http://postdocs.stanford.edu/benefits>.

2. Dental Insurance

Effective JANUARY 1, 2003, departments will be expected to cover the premium at the single rate for their postdocs. The cost of the single dental premium will be funded from the fringe pool. Premiums for family coverage above the single rate will be the responsibility of the postdoc.

3. Disability/Life Insurance

Effective SEPTEMBER 1, 2002, the premium for Short Term/Long Term Disability and Life Insurance will be funded from the fringe pool. This is a benefit provided to the postdoctoral scholar and not to



STANFORD UNIVERSITY
POSTDOCTORAL SERVICES

family members.

Note: In School of Medicine departments, you will now be responsible for payment of this program unless you can appropriately charge it to the fringe pool. You have been paying for the short term portion for all the postdocs in your departments. You will now be responsible for the full premium of \$8.04 per month per scholar for those who do not meet the 51% salary minimum to qualify for the fringe pool support.

POSTDOCS RECEIVING FELLOWSHIPS OR STIPENDS

All Postdoctoral Scholars, regardless of the source of funding, are eligible for the above benefits. All scholars must be covered by a medical plan, are automatically covered by the disability/life program, and will be covered by the dental plan effective January 1, 2003, unless enrolled in an alternative plan.

The cost of premiums are the responsibility of the appointing department in accordance with our written policies, or the scholar's fellowship may provide an allowance that can be used for these charges.

Dental Premium: Currently \$21.25 per month. 2003 rate not set.
Disability/Life: Currently \$8.04 per month. 2003 rate not set.
HMO and PPO premium costs can be found at <http://postdocs.stanford.edu/benefits>.

ON A FINAL NOTE

The Provost's Committee on Postdoctoral Scholars recommended to the Provost the expansion of the benefit program, and he endorsed that proposal. Approval for the addition of the premiums to the fringe pool for salaried Postdoctoral Scholars, however, was just forwarded in the last week or I would have alerted you to the changes at an earlier time.

ONE IMPORTANT REMINDER IS THAT DEPARTMENT ADMINISTRATORS MUST VALIDATE ON A MONTHLY BASIS THE BILLING INFORMATION FOR EACH POSTDOC IN THE BISNET SYSTEM. ENSURE THAT YOU ARE TAKING ADVANTAGE OF THIS NEW FRINGE POOL BENEFIT BY PROPERLY INDICATING WHO IS ELIGIBLE.

The only other changes that will be announced shortly are new university-wide leave policies -- vacation, sick, and maternity. I will let you know once those have been approved officially.

Please feel free to contact us at postdoc.services@stanford.edu if you have any questions.

Cordially,

Michael Cowan