



Everything you need to know about Benefits Open Enrollment for the Employees of The Texas A&M University System Enrollment Period: July 10-31, 2025

BENEFITS OPEN ENROLLMENT GUIDE

Open Enrollment is an opportunity for you to review your current benefit plan elections to ensure they continue to meet your needs and those of your family. Review your benefits online by logging into Workday via Single Sign On at <u>sso.tamus.edu</u>. You can change your benefits, update your beneficiaries, and check your contact information. It is important to have an updated mailing and email address to receive benefit communications throughout the year.

No changes to your current elections?

If you don't want to make any changes to your current benefits, you don't need to do anything. Your current elections for these plans will continue for plan year 2026. You can open the Open Enrollment task in Workday and submit it without changing anything, or you can leave it in your Workday inbox and it will be "finalized" on August 1. However, if you want a Health Care or Dependent Day Care Flexible Spending Account, you must enroll every year.

What if I want to change my elections or enroll for the first time?

Any changes you make during Open Enrollment will take effect on September 1, 2025. Decisions made during Open Enrollment are binding through August 31, 2026, unless you have a Qualifying Life Event.

Workday gives you the ability to update your dependent and beneficiary data and make benefit choices.

- Go to Single Sign On (SSO) at <u>sso.tamus.edu</u> and log in. You can review your current benefits and premiums by clicking on Workday, then selecting the Menu button → Benefits and Pay → Benefits and selecting Benefits Elections under the drop down.
- 2. You can change your benefits by clicking the Open Enrollment task in your Workday inbox. If you make a change, don't forget to **SUBMIT.**
- 3. If you make any benefit changes, you will receive an email that your benefits have changed.

What if I have a qualified life event in FY26?

Dependents who become eligible during the year can be added to your coverage within 31 days of the Qualifying Life Event. Eligible dependents are your legal spouse, natural child, adopted child, foster child, stepchild, and grandchild you claim on your income tax. An ex-spouse is not an eligible dependent. Documentation will be required when you add a dependent.

New for FY26

For the A&M Care Plan, the discounted copayment for 90-day mail order prescriptions will be eliminated. The copayments will now equal 3 copayments to match retail.

For the 65 Plus Medicare Advantage Plan (PPO), the elimination of the discounted copayment for 90-day mail order prescriptions will occur on January 1, 2026. The out-of-pocket maximum for prescription medication will change to \$600 on January 1, 2026, as well.

The A&M Dental Plan PPO maximum annual benefit will increase from \$1,500 to \$2,000 per person per plan year. The lifetime maximum for orthodontic care will increase from \$1,500 to \$2,000.

The Graduate Student Employee Health Plan (Grad Plan) deductible will decrease from \$500 to \$300, and copays will decrease from \$35 to \$25 per visit.

A personal Health Advocate is part of the A&M Care Plan in the FY26 plan year

Employees and covered dependents in the A&M Care Plan will now have access to a Health Advocate from Blue Cross and Blue Shield of Texas at no additional cost. Your Health Advocate works with and for you to remove barriers and cut through red tape in the health care system, so you and your family can get the care you need. The goal is to make your health care journey a smooth experience. Health Advocates can help:

- Guide you through a new diagnosis.
- Find a doctor or specialist and schedule an appointment.
- Connect with mental health experts to manage stress, depression, autism, substance misuse or other mental health issues.
- Answer benefit questions or solve a problem with a claim or a bill.

New Prescription Savings Program

The A&M System now offers Rx Savings Solutions (RxSS). Use this new tool to compare prices and see what any prescription drug will cost using your insurance. RxSS is a free and confidential service connected to your prescription plan. RxSS doesn't replace your prescription plan through Express Scripts. It's an additional benefit designed to help you and your family save money on your prescription medications. RxSS is available to employees, retirees and their enrolled dependents in the A&M Care Plan, J Plan or 65 Plus Medicare Advantage Plan (PPO). Graduate student employees enrolled in the Graduate Student Plan are not eligible.

- Your online account shows if you can save money on current prescriptions.
- Proactive notifications tell you when you're paying too much.
- Search for the lowest prices on prescriptions on your own.

Flexible Spending Accounts

If you would like to remain enrolled in a Flexible Spending Account, you must re-enroll every year.

Naming a Beneficiary

It is important to name a beneficiary for life insurance. Open Enrollment is a good time to check your beneficiaries and update their contact information (address, phone number and email address) to ensure they are up to date. Having beneficiaries designated with current contact information makes it easier for the life insurance company to reach them.

You must add beneficiaries to your retirement accounts. Your beneficiary election in Workday does not pertain to your mandatory or voluntary retirement plans. If you do not designate a beneficiary for each account, in the event of your death, benefits would be paid according to plan rules, which might differ from the designation you would choose. Visit your vendor to find out how to designate your beneficiar(ies).

Open Enrollment Meetings

Open Enrollment meetings will be both virtual and in person this year. If you cannot attend one of these meetings, contact your Benefits or Human Resources Office to find an alternative meeting. Contact information is listed in the back of this booklet.

City	Date	Time	Location	Meeting Host	For
Canyon	7/1	9:00am - 12:00pm	West Texas A&M University Jack B. Kelley Student Center, Legacy Hall 200 Victory Cir., Canyon, TX 79015	WTAMU	All
Kingsville	7/8	10:00am - 12:00pm	Texas A&M University- Kingsville James C. Jernigan Library, 2nd floor 1050 University Blvd., Kingsville, TX 78363	TAMUK	All
Corpus Christi	7/9	9:00am - 11:00am	Texas A&M University - Corpus Christi Performing Arts Center, Lobby 6300 Ocean Dr., Corpus Christi, TX 78412	TAMUCC	All
Weslaco- Citrus Center	7/9	1:00pm - 2:30pm	315 N International Blvd Weslaco, TX 78599	TAMUK	All
Austin	7/10	10:00am - 12:00pm	Chase Park 313 E. Anderson Ln. Austin, TX 78752	TDEM	All
Stephenville	7/15	10:00am - 1:00pm	Tarleton State University Thompson Student Center, Ballrooms 631 Texan Trace Stephenville, TX 76402	Tarleton	All
Prairie View	7/16	10:00am - 12:00pm	Prairie View A&M University Willie A. Tempton Memorial Student Center, Grand Ballroom (2nd floor) 155 L W Minor St. Prairie View, TX 77446	PVAMU	All
Galveston	7/17	10:00am - 12:00pm	Texas A&M University- Galveston Aggie Special Events Center (ASEC) Lobby, Bldg. 3035 200 Seawolf Parkway, Galveston, TX 77554	TAMUG	All
College Station	7/22	10:00am - 2:00pm	Texas A&M University Innovative Learning Classroom Bldg. (ILCB), 215 Lamar St. College Station, TX 77843	BCS Workstations	All
College Station	7/23	10:00am - 12:00pm	Texas A&M University System Offices Moore Connally Bldg. 301 Tarrow St., 1st Floor, Rooms 122 & 124 College Station, TX 77840	TAMUS	All
Bryan	7/23	2:00pm - 4:00pm	Texas Transportation Institute 1111 RELLIS Parkway, Rm. 1122 & 1124 Bryan, TX 77807	TTI	All
College Station	7/24	9:00am- 11:00am	Texas A&M Engineering Extension Service 200 Technology Way, Room A-D College Station, TX 77845	TEEX	All
Bryan	7/24	1:30pm- 3:30pm	Brazos Center 3232 Briarcrest Dr., Bryan, TX 77802	TAMUS	Retirees
Commerce	7/29	9:00am- 11:00am	East Texas A&M University Employee Services Bldg. 2300 W. Neal St., Commerce, TX 75429	ETAMU	All

Virtual Open Enrollment Meetings

Wednesday, July 2 (All locations) 1:30 – 4pm <u>Registration Link</u> <u>Webinar Link</u> Webinar Number: 2660 244 8432

Password: benefits (23633488 when dialing from a phone or video system)

Friday, July 11, (Retiree Only) 9:30 – 11:30 am <u>Registration Link</u> <u>Webinar Link</u> Webinar Number: 2660 244 8432 Password: benefits (23633488 when dialing from a phone or video system) Friday, July 18, (All Locations) 1:30 – 4pm <u>Registration Link</u> <u>Webinar Link</u>

Webinar Number: 2660 244 8432 Password: benefits (23633488 when dialing from a phone or video system)

How to attend the Virtual Open Enrollment Meeting on a computer with speakers:

- 1. To register, select a date from above, or go to <u>tamus.edu/benefits/open-enrollment</u> and look for "Open Enrollment Virtual Meeting Links".
- 2. When you click "Register", you will be asked to enter your name, email address and the A&M System location you belong to.
- 3. Once you register, you will receive an email confirmation and the meeting link.
- 4. If you do not want to ask questions during the meeting, please write them down and go to the Open Enrollment website at <u>tamus.edu/benefits/open-enrollment</u> at a later date to submit your questions via the Open Enrollment Question Form. The Open Enrollment website will be active until July 31st.
- 5. If you have further questions, please contact your Benefits or Human Resources Office at the contact email or phone number listed in the back of this booklet.

Open Enrollment Presentations Come-and-Go Virtual Schedule - Afternoon

Join the Open Enrollment Meeting and stay as long as you would like to hear about your A&M System insurance plans. Schedule and times are estimated and are subject to change.

• {	1:30 PM	INTRODUCTION
• {	1:40 PM	Delta Dental
• {	2:00 PM	Superior Vision
• {	2:15 PM	The Hartford Life/AD&D
• {	2:30 PM	New York Life Long-Term Disability
• {	2:45 PM	Navia Flexible Spending Account
• {	3:00 PM	Express Scripts
• {	3:15 PM	Blue Cross and Blue Shield of Texas
• {	4:00 PM	END

This is a Preferred Provid	Blue Shield of Texas (BCBSTX) ler Organization (PPO). Costs are higher if non-network p	
· · · ·	295-1212 Outside of Texas: (800) 810-BLUE (2583) bc	
viedicare retirees enroli	ed in the A&M Care Plan are not eligible for copays ex Network	Non-Network
Limitations and Restr		
Pre-existing condition limitations:	None	
Benefit Maximum:	None	
Out-of-service area restrictions:	Emergency care - must notify BCBSTX within 48 hours	Emergency care
Maximums and Dedu	ctibles	
Deductibles:	\$400 Medical/\$50 prescription	\$800 Medical/\$400 hospitalization
Out-of-pocket maximum:	\$5,000 + the \$400 <i>medical deductible above</i> \$10,000 + \$1,200 family	\$10,000 + \$800 deductible per person \$20,000 + \$2,400 family
Benefit maximum:	No annual/lifetime maximums except those listed below	
Hospital Benefits		
In-Hospital care:	20% after deductible	\$400/admission + deductible then 50%
Emergency Room:	\$200 copayment (waived if admitted to the hospital)	\$200 copayment (waived if admitted to the hospital)
	20% after deductible	20% after deductible if emergency; otherwise 50% after deductible
Surgery:	20% after deductible In-physician's office, See office visit	50% after deductible 50% after deductible
Non-Hospital Visits		
*Office visits:	Primary Care Physician-\$20/visit Specialist-\$30/visit Certain surgeries—20% after deductible	50% after deductible
Preventive exam:	100% covered	Not covered
Lab/X-rays:	Benefit depends on setting & procedure	50% after deductible
Skilled nursing facility (not custodial care):	20% after deductible; 60-days/plan year	50% after deductible; 60-days/plan year
Home health care:	20% after deductible; 60-visits/plan year	50% after deductible; 60-visits/plan year
Other Healthcare Benef	ìts	
*Chiropractic care:	\$30/visit; 30-visits/plan year	50% after deductible; 30-visits/plan year
Durable medical equipment:	20% after deductible	50% after deductible
*Maternity care:	Hospital: 20% after deductible Doctor: \$30 initial visit only	Hospital: 50% after deductible; Doctor: 50% after deductible
*Mental health:	Inpatient: 20% after deductible Outpatient: \$20/visit	Inpatient: 50% after deductible Outpatient: 50% after deductible
*Physical therapy:	\$30/visit	50% after deductible
*Vision:	\$30/visit	Routine preventive exams not covered
Hearing:	Illness/accident coverage; 20% coinsurance, hearing aid one per ear every 36 months	Illness/accident coverage; 20% coinsurance

After you meet the \$50/person/plan year prescription drug deductible (three-person maximum)

- 30-day supply: \$10/generic, \$35/brand-name formulary, \$60/brand-name non-formulary; brand-name copayment + retail cost difference between brand name and generic when available 90-day supply: Three copayments required if purchased by mail-order or through retail pharmacies .

Graduate Student Health Insurance Plan (SHIP)

Vendor: Blue Cross and Blue Shield of Texas (BCBSTX)

Any registered and enrolled A&M System graduate student employed by the A&M System in a benefit-eligible position is eligible to enroll in the Graduate Student Health Plan. Graduate student employees on a J1/J2 Visa may also enroll in the Graduate Student plan, which meets the visa requirements for insurance coverage.

Member Services Contact Information:

Academic HealthPlans (AHP): (877) 624-7911; Website: tamus.myahpcare.com

	Network	Non-Network
Limitations and Restrictions		
Pre-existing condition limitations:	None	n/a
Out-of-service area restrictions:	None	n/a
Maximums and Deductibles		
Deductibles:	\$350 Medical/waived student health center	\$1,000; waived student health center
Out-of-pocket maximum:	\$7,900/person (includes all copayments)	\$15,800/person (includes all copayments)
Benefit maximum:	No annual/lifetime maximums	
Hospital Benefits		
In-Hospital care:	20% after deductible	40% after deductible
Emergency Room:	20% after \$150 copay (waived if admitted)	20% after \$150 copay (waived if admitted)
Surgery:	20% after deductible	40% after deductible
Non-Hospital Visits		
Office visits:	\$25 copay	\$25 copay + 40% coinsurance
Preventive exam:	100% covered	40% after deductible
Lab/X-rays:	20% after deductible	20% after deductible
Skilled nursing facility (not including custodial care):	20% after deductible; 25 days per calendar year	40% after deductible; 25 days per calendar year
Home health care:	20% after deductible; 60 visits per calendar year	40% after deductible; 60 visits per calendar year
Other Healthcare Benefits		
Chiropractic care:	\$25/visit; 35 visits per yea	\$25 copay + 40% coinsurance; 35 visits per year
Durable medical equipment:	20% after deductible	40% after deductible
Mental health:	Inpatient - 20% after deductible	40% after deductible
	Outpatient - \$25/visit	\$25 copay + 40% coinsurance
Physical therapy:	\$25/visit; 35 visits per calendar year per person	40% after \$25 copay; 35 visits/ person
Vision/Hearing:	20% after deductible One preventive vision exam/per plan year	40% after deductible
brand-name - Generic Drug	eutics RX drug card \$10/generic, \$35/prefer	any once the patent expires

J Plan Health Care Information

Vendor: Blue Cross and Blue Shield of Texas (BCBSTX)

The A&M Care J Plan is only available to employees on a J Visa and their family members. The benefits are the same as those in the A&M Care plan, including the BCBSTX in-network and out-of-network benefit differences found below. Since this coverage is a requirement of employment, if you are working for the A&M System on a J1 or J2 visa, the J Plan will be your default plan. Graduate student employees on a J1/J2 Visa may also enroll in the Graduate Student Plan, which meets the visa requirements for insurance coverage.

Member Services Contact Information:

Blue Cross and Blue Shield of Texas (866) 295-1212; For networks outside Texas: (800) 810-BLUE (2583) Website: bcbstx.com/tamus

maximum:\$10,000 + \$1,200 family deductible\$20,000 + \$2,400 family deductibleBenefit maximum:No annual/lifetime maximums, except those listed belowHospital BenefitsIn-Hospital care:20% after deductible\$400/admission + deductible, then \$Emergency Room:\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductibleSurgery:20% after deductible; In-physician's office, See office visit\$0% after deductibleNon-Hospital VisitsVOffice visits:Primary Care Physician \$20/visit Certain surgeries—20% after deductible\$0% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX\$0% after deductible; 60-days/plan yearSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year\$0% after deductible; 60-days/plan	Ne	etwork	Non-Network
Imitations:InterpretationOut-of-service area restrictions:Emergency care- must notify BCBSTX within 48 hoursEmergency careMaximums and DeductiblesDeductibles:\$400 Medical/\$50 Rx\$800 Medical/\$400 hospitalizationOut-of-pocket maximum:\$5,000 + the \$400 medical deductible above \$10,000 + \$800 deductible per pers \$20,000 + \$2,400 family deductibleBenefit maximum:No annual/lifetime maximums, except those listed belowHospital Benefits In-Hospital care:20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductibleSurgery:20% after deductible; In-physician's office, See office visit50% after deductibleNon-Hospital VisitsOffice visits:Primary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility arey:20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	ations and Restriction	ions	
restrictions:hourshoursIntegret (Mathematical Content of the Content	isting condition No tions:	one	None
Deductibles:\$400 Medical/\$50 Rx\$800 Medical/\$400 hospitalizationOut-of-pocket maximum:\$5,000 + the \$400 medical deductible above \$10,000 + \$1,200 family deductible\$10,000 + \$800 deductible per perso \$20,000 + \$2,400 family deductibleBenefit maximum:No annual/lifetime maximums, except those listed belowHospital Benefits			Emergency care
Out-of-pocket maximum:\$5,000 + the \$400 medical deductible above \$10,000 + \$1,200 family deductible\$10,000 + \$800 deductible per personant in the second period of the second period period of the second period per	nums and Deductib	bles	
maximum:\$10,000 + \$1,200 family deductible\$20,000 + \$2,400 family deductibleBenefit maximum:No annual/lifetime maximums, except those listed belowHospital BenefitsIn-Hospital care:20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductible if emergency; 50% after deductibleSurgery:20% after deductible; In-physician's office, See office visit\$0% after deductibleNon-Hospital VisitsPrimary Care Physician \$20/visit Certain surgeries—20% after deductible\$0% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX\$0% after deductible; 60-days/plan year (not including custodial care):\$0% after deductible; 60-days/plan year	tibles: \$4	400 Medical/\$50 Rx	\$800 Medical/\$400 hospitalization
Hospital BenefitsIn-Hospital care:20% after deductible\$400/admission + deductible, then 5Emergency Room:\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to hospital) + 20% after deductible if emergency; 50% after deductibleSurgery:20% after deductible; In-physician's office, See office visit50% after deductibleNon-Hospital VisitsOffice visits:Primary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductible; 60-days/plan yearSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	-pocket \$5 ium: \$1	5,000 + the \$400 <i>medical deductible above</i> 10,000 + \$1,200 family deductible	\$10,000 + \$800 deductible per person \$20,000 + \$2,400 family deductible
In-Hospital care:20% after deductible\$400/admission + deductible, then 5Emergency Room:\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to h 20% after deductible if emergency; 50% after deductibleSurgery:20% after deductible; In-physician's office, See office visit50% after deductibleNon-Hospital VisitsPrimary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductible; 60-days/plan yearSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan year	t maximum: No	o annual/lifetime maximums, except those listed belo	W
Emergency Room:\$200 copay (wavied if admitted to hospital) + 20% after deductible\$200 copay (wavied if admitted to h 20% after deductible if emergency; 50% after deductible if emergency; 50% after deductibleSurgery:20% after deductible; In-physician's office, See office visit50% after deductibleNon-Hospital VisitsPrimary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductible; 60-days/plan yearSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan year	tal Benefits		
Surgery:20% after deductible; In-physician's office, See office visit50% after deductibleNon-Hospital Visits20% after deductible; In-physician's office, See office visit50% after deductibleOffice visits:Primary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	spital care: 20 ⁴	0% after deductible	\$400/admission + deductible, then 50%
In-physician's office, See office visitIn-physician's office, See office visitNon-Hospital VisitsPrimary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	gency Room: \$20 20'	200 copay (wavied if admitted to hospital) + 0% after deductible	\$200 copay (wavied if admitted to hospital) + 20% after deductible if emergency; otherwise 50% after deductible
Office visits:Primary Care Physician \$20/visit Certain surgeries—20% after deductible50% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	:y: 20° In-)% after deductible; -physician's office, See office visit	50% after deductible
Certain surgeries—20% after deductibleCertain surgeries—20% after deductiblePreventive exam:100% coveredNot coveredLab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	Iospital Visits		
Lab/X-rays:Benefit depends on setting & procedure; See plan book or call BCBSTX50% after deductibleSkilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	visits: Pri Ce	rimary Care Physician \$20/visit ertain surgeries—20% after deductible	50% after deductible
Skilled nursing facility (not including custodial care):20% after deductible; 60-days/plan year50% after deductible; 60-days/plan	ntive exam: 100	00% covered	Not covered
(not including custodial care):	-rays: Be boo	enefit depends on setting & procedure; See plan bok or call BCBSTX	50% after deductible
Have back as $200/26$ and the stiller (0 stiller seen $500/26$ and the stiller (0 stiller)	l nursing facility cluding custodial)% after deductible; 60-days/plan year	50% after deductible; 60-days/plan year
Home nearth care: 20% after deductible; 60-visits/plan year 50% after deductible; 60-visits/plan	health care: 20 ^o	0% after deductible; 60-visits/plan year	50% after deductible; 60-visits/plan year

Repatriation of remains of at least \$25,000 and medical evacuation coverage of at least \$50,000 are also required of those on a J-1 or J-2 visa. The student insurance plan for graduate and international students exceeds this federal requirement.

The J Plan does not provide these benefits; however, these benefits are provided to you via GeoBlue and includes the following:

- Evacuation/Repatriation: \$250,000
- Repatriation of Remains: \$50,000
- Visit of Family Member or Friend: General Conditions Applicable to all Emergency Transportation Benefits and Arrangements
- Political Emergency/Disaster Evacuation: Covered 100% up to \$100,000 per person subject to a combined \$5,000,000 aggregate limit per any one covered event for all persons covered under the plan

Prescription Drug Plan

Vendor: Express Scripts | Member Services Contact Information: (866) 544-6970 | Website: express-scripts.com

Prescription drugs: After you meet the \$50/person/plan year prescription drug deductible (three-person maximum)

- 30-day supply: \$10/generic, \$35/brand-name formulary, \$60/brand-name non-formulary; brand-name copayment + difference between brand-name and generic when available
- 90-day supply: Three copayments required if purchased by mail-order or retail pharmacies

Life	
Basic Life/Basic AD&D Coverage for you: Child Coverage:	\$7,500 in life insurance and \$5,000 in AD&D coverage
Alternate Basic Life/ Basic AD&D Coverage for you:	Alternate Basic Life using the employer contribution. If you select this coverage, you cannot enroll in Optional Life.
Child Coverage:	as well as \$5,000 in Basic AD&D coverage
Optional Life	Employee: ¹ / ₂ to 6x salary with a maximum coverage amount of \$1,000,000.
Dependent Life Plan A Spouse coverage: Child Coverage:	Coverage amounts are: \$25,000, \$50,000, \$75,000, \$100,000, \$150,000 or \$200,000. The spouse coverage amount may not be greater than the employee coverage amount.
Dependent Life Plan B Spouse coverage: Child Coverage:	\$5,000 in life and \$5,000 in AD&D coverage; if spouse is enrolled.
Dependent Life Plan C Spouse coverage: Child Coverage:	50% of your Alternate Basic Life coverage amount, if spouse is enrolled.

Accidental Death & Dismemberment

If your annual pay is \$25,000 or less, you can buy coverage of up to \$250,000 in multiples of \$10,000. If your annual salary is more than \$25,000, you can buy up to 10 times your salary with a maximum coverage amount of \$800,000.

Spouse Coverage: 50% of your coverage amount (with no children 60%)

Child Coverage: 10% of your coverage amount (with no spouse 15%), maximum coverage \$25,000

Vision		
	Network benefit	Non-Network benefit
Eye exam (one/person/per plan year) Materials (one standard pair/plan year)	100% after \$10 copayment Frames: \$200 retail allowance Lenses: 100% after \$15 copayment on standard single vision; standard lined trifocal, standard lined bifocal, standard lenticular and standard progressive.	Up to \$50. Copay does not apply. Lenses: \$50 to \$100, depending on lens type. Frames: Up to \$120. (Copay doesn't apply).
Contact lenses (once every plan year in place of frame and lens benefits)	\$200 retail allowance	up to \$200 allowance
Refractive eye surgery	15% off reasonable and customary cost, or 5% off promotional price.	N/A

Dental

- You must live or work in the Dental HMO (DHMO) service area to select the DHMO. If you do not have a DHMO Dentist in your zip code area, but are willing to travel, contact your HR/Benefits Office prior to enrolling.
 The DHMO requires you to select a primary dentist to use for authorization of all dental services.
 You cannot change plans during the plan year unless you move out of the DHMO service area, and
 You cannot add or drop coverage for yourself or any dependents during the plan year without a corresponding Qualified Life Event.

	A&M Dental PPO	DeltaCare USA Dental HMO
Deductible	\$75/person/plan year; \$225 family/plan year	None
		Visit <u>deltadentalins.com/tamus</u> for the fee schedule
Maximum benefit	Regular: \$2,000/person/plan year; Orthodontia: \$2,000/person/lifetime	No maximum
Your cost for preventive care	\$0 (if you use a network provider). The plan covers three regular or periodontal cleanings per plan year at 100% up to maximum allowable charges. Deductible and plan year maximum do not apply.	Comprehensive oral exam: \$0; Cleaning (once each six months): \$5; Panoramic X-rays (once every three years): \$0
Your cost for basic care	After deductible, 20% of the maximum allowable charges for fillings, root canals, extractions and periodontics, up to the \$2,000 maximum annual benefit	You pay a pre-set fee, for example: Amalgam fillings: \$8-\$22 Anterior root canal: \$155
Your cost for major restorative care	After deductible, 50% of the maximum allowable charges for crowns, dentures and bridges, up to the \$2,000 maximum annual benefit	You pay a pre-set fee, for example: Crown; porcelain/ceramic: \$395 Complete denture; maxillary: \$385
Your cost for orthodontic care	After deductible, 50% up to the \$2,000 maximum lifetime benefit	You pay a pre-set fee, for example: Orthodontic treatment plan and records: \$200 Comprehensive treatment, adults: \$2,100

5
1
1
•=
- A
_
1.1.1

September 1, 2025

your two-step wellness activities or are waived because you are newly enrolled, you will see credit in Workday that will reduce your premium. Premiums increase Health premiums for the A&M Care plan below **include** a \$30 wellness premium for you and for your spouse in the appropriate column. If you have completed by \$30/month if you or your spouse is a tobacco user:

Health		Employ	Employee Only	Employee	Employee & Spouse	Employee & Child(ren)	Child(ren)	Employee & Family	Family
		Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost
A & M Care	Monthly	\$1,075.06	\$30.00	\$1,684.00	\$349.46	\$1,477.30	\$231.12	\$1,919.79	\$467.36
ACM Calc	Bi-Weekly	\$1,075.06	\$15.00	\$1,684.00	\$174.73	\$1,477.30	\$115.56	\$1,919.79	\$233.68
I Dlon	Monthly	\$1,045.06	\$0.00	\$1,624.00	\$289.46	\$1,447.30	\$201.12	\$1,859.79	\$407.36
1 T 1011	Bi Weekly	\$1,045.06	\$0.00	\$1,624.00	\$144.73	\$1,447.30	\$100.56	\$1,859.79	\$203.68
Part-Time]	Employees (Part-Time Employees (work a 20-29 hour week)	hour week)						
		Employ	Employee Only	Employe	Employee & Spouse	Employee & Child(ren)	i Child(ren)	Employe	Employee & Family
		Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost
A&M	Monthly	\$1075.06	\$554.88	\$1,684.00	\$1019.08	\$1,477.30	\$856.56	\$1,919.79	\$1,195.93
Care	Bi-Weekly	\$1075.06	\$277.44	\$1,684.00	\$509.54	\$1,477.30	\$428.28	\$1,919.79	\$597.97
I Plan	Monthly	\$1045.06	\$524.88	\$1,624.00	\$959.08	\$1,447.30	\$826.56	\$1,859.79	\$1,135.93
1 T 1411	Bi-Weekly	\$1045.06	\$262.44	\$1,624.00	\$479.54	\$1,447.30	\$413.28	\$1,859.79	\$567.97
Graduate	Monthly	\$252.00	\$0.00	\$504.00	\$0.00	\$669.00	\$48.26	\$921.00	\$197.14
Plan	Bi Weekly	\$252.00	\$0.00	\$504.00	\$0.00	\$669.00	\$24.13	\$921.00	\$98.57
Dental		E	Employee Only	Emp	Employee & Spouse	Employee	Employee & Child(ren)	Employee	Employee & Family
A&M Dental PPO		ly	\$32.02		\$64.02	\$¢	\$67.22	\$10	\$102.42
	Bi-Weekly	ekly	\$16.01		\$32.01	\$	\$33.61	\$51.21	.21
DeltaCare USA	SA Monthly	ly	\$21.72		\$38.60	ŝ	\$38.90	\$60.42	.42
Dental HMO	Bi-Weekly	ekly	\$10.86		\$19.30	\$	\$19.45	\$30.21	.21
		Employee Only		Employee & Chouse		Employee & Child(von)	ild(ron)	Fundovee & Family	Eamily
V ISIUI					Smod		(an I have		farm T.
Monthly		\$8.36		\$17.72		\$13.70		\$24.44	4
Bi-Weekly		\$4.18		\$8.86		\$6.85		\$12.22	2
				E	Emilanda Ouli		Employ	Employee and Eamily	
Doto nor \$10 000.	.00.	Monthly		dur	s 10		Andur	se unu 1 unuy \$ 74	
mue per aro,o		Bi-Weekly			\$.05			\$.12	

					Non-Tob	Non-Tobacco Rate				Tobacco Rate) Rate		
Long-Term		Monthly			\$.	\$.163				\$.210	10		
Disability Rate per \$100 of monthly salary:	v salary:	Bi-Weekly			Š	\$.0815				\$.105	05		
Flexible Spending Account	ng	Maximum you can deduct from your	can dedu	ct from you	ur pay:	Н D	ealth Care ependent L	Spending <i>F</i>)aycare Spé	Health Care Spending Account - \$3,300 Dependent Daycare Spending Account - \$5,000	3,300 ount - \$5,0	00		
Basic Life	B	The premium for this plan is usually paid by the employer contribution. Basic Life: \$4.70	this plan i 0	s usually p	aid by the e	mployer co	ntribution. Alt	ternate Bas	n. Alternate Basic Life: \$.626 per \$1,000 of coverage	26 per \$1,0	00 of cover	age	
Optional Life		Your age c employee, 1	in Septeml the life rate	ber 1 will t s are divid	be the age t led in half p	used to calc	Your age on September 1 will be the age used to calculate your premiums fo employee, the life rates are divided in half per month. <i>Monthly rate per \$1,000</i> :	premiums f ?per \$1,000	Your age on September 1 will be the age used to calculate your premiums for the rest of the fiscal year. If you are a bi-weekly employee, the life rates are divided in half per month. <i>Monthly rate per \$1,000</i> :	of the fisca	l year. If yo	u are a bi-w	eekly
	Age =	Under 25	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	69-29	70-74	75+
Non-Tobacco Rate	Monthly	\$.05	\$.05	\$.05	\$.06	\$.07	\$.12	\$.20	\$.36	\$.56	\$.76	\$1.43	\$2.00
Tobacco Rate	Monthly	\$.10	\$.10	\$.10	\$.12	\$.1 4	\$.24	\$.40	\$.72	\$1.12	\$1.52	\$2.86	\$4.00
Dependent Life		Plan A: Spc Spouse Plar Child Plan I Plan C: ½ A	use Age-be 1 B: \$1.05/r 3: \$0.32/mc Jternate Ba	sed rate per nonth (flat r nth (flat rat sic Life pre	r \$1,000 of c ate) for \$5,0 te) for \$5,00 mium; 1/10	Plan A: Spouse Age-based rate per \$1,000 of coverage; Child: \$.06 pe Spouse Plan B: \$1.05/month (flat rate) for \$5,000 in DL and AD&D Child Plan B: \$0.32/month (flat rate) for \$5,000 in DL and AD&D Plan C: ½ Alternate Basic Life premium; 1/10 if no spouse is covered	Plan A: Spouse Age-based rate per \$1,000 of coverage; Child: \$.06 per \$1,000 of coverage Spouse Plan B: \$1.05/month (flat rate) for \$5,000 in DL and AD&D Child Plan B: \$0.32/month (flat rate) for \$5,000 in DL and AD&D Plan C: ½ Alternate Basic Life premium; 1/10 if no spouse is covered	r \$1,000 of c	coverage				
	Age =	Under 25	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	69-29	70-74	75+
Non-Tobacco Rate	Monthly	\$.05	\$.06	\$.08	\$.09	\$.10	\$.15	\$.23	\$.43	\$.66	\$1.27	\$2.06	\$2.06
Tobacco Rate	Monthly	\$.060	\$.072	\$.096	\$.108	\$.120	\$.180	\$.276	\$.516	\$.792	\$1.524	\$2.472	\$2.472

Employee
•
Β
Ĩ
Ξ.
Full
E
h
I
9
$\mathbf{\Sigma}$
6
Ĩ.
Premiums-

September 1, 2025

this case, you will receive a refund for the summer months. If you have a wellness incentive, that is prorated as well. Health rates include a prorated \$30 wellness For 9-month, full-time monthly paid positions, premiums are prorated so that you pay for 12 months of premiums over 9 months. This means that you pay for 12 see a prorated \$30 credit in Workday that will reduce this premium. Wellness incentives earned during the fiscal year will be credited for the remaining premium months of premiums by May 31. You do not have to pay premiums during the summer and you will have coverage, unless you are terminating employment. In incentive for both you and your spouse. Only the A&M Care Plan is eligible for the wellness incentive. If you have completed your wellness activities, you will payments, not the remaining months. Premiums increase by \$40 if you or your spouse is a tobacco user.

Health		Employee Only	e Only	Employee & Spouse	& Spouse	Employee &	Employee & Child(ren)	Employee & Family	& Family
	$T\epsilon$	Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost	Total Cost	Your Cost
A&M Care 9-	9-Months \$	\$1,433.41	\$40.00	\$2,245.33	\$465.95	\$1,969.73	\$308.16	\$2,559.72	\$623.15
J Plan 9-	9-Months \$	\$1,393.41	\$0.00	\$2,165.33	\$385.95	\$1,929.73	\$268.16	\$2,479.72	\$543.15
Dental		En	Employee Only	Emple	Employee & Spouse	Employee	Employee & Child(ren)	Employee	Employee & Family
A&M Dental PPO	O 9-Months		\$42.69		\$85.36	~	\$89.63	\$13	\$136.56
DeltaCare USA Dental HMO	9-Months		\$28.96		\$51.47		\$51.87	\$80	\$80.56
Vision	E	Employee Only		Employee & Spouse	pouse	Employee & Child(ren)	hild(ren)	Employee & Family	k Family
9-Months		\$11.15		\$23.63		\$18.27		\$32.59	59
A D&D			En	Employee Only			Employee	Employee and Family	
Rate per \$10,000:	Monthly*			\$.10				\$.24	
Lono-Term Disahility	Disahility			Non-Tobacco Rate	Rate	_	Tobac	Tobacco Rate	
Rate per \$100 of monthly salary:	onthly salary:	Monthly*	*	\$.163			\$.	\$.210	

Flexible Spending Account

Maximum you can deduct from your pay:

Health Care Spending Account - \$3,300 Dependent Daycare Spending Account - \$5,000

		tout and out performants to the destinant to another point provident to the traditional four tradition of a state							t invert vin		i) i urchai		
Age		25-29	30-34	35-39	40-44	45-49	25-29	50-54	55-59	60-64	69-29	70-74	75+
Non-Tobacco Rate	Monthly*	\$.05	\$.05	\$.05	\$.06	\$.07	\$.12	\$.20	\$.36	\$.56	\$.76	\$1.43	\$2.00
Tobacco Rate	Monthly*	\$.10	\$.10	\$.10	\$.12	\$.14	\$.24	\$.40	\$.72	\$1.12	\$1.52	\$2.86	\$4.00
Dependent Life													
			Plan A: 5	Plan A: Spouse Age \$1,000 of coverage	e-based rate	e per \$1,00	0 of covera	Plan A: Spouse Age-based rate per \$1,000 of coverage; Child: \$.06 per \$1 000 of coverage	6.06 per				
			Spouse I Spouse I Child Pl	Plan B: \$1.0 an B: \$0.32 Alternate	05/month (2/month (fli 3. Basic Life	flat rate) fo at rate) for	r \$5,000 ir \$5,000 in I 1/10 if no	Spouse Plan B: \$1.05/month (flat rate) for \$5,000 in DL and AD&D Child Plan B: \$0.32/month (flat rate) for \$5,000 in DL and AD&D Plan C: ½ Alternate Basic Life premium: 1/10 if no spouse is covered	D&D &D overed				
Age		Under 25 25-29	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	62-69	70-74	75+
Non-Tobacco Rate	Monthly*	\$.05	\$.06	\$.08	\$.09	\$.10	\$.15	\$.23	\$.43	\$.66	\$1.27	\$2.06	\$2.06
Tobacco Rate	Monthly*	\$.060	\$.072	\$.096	\$.108	\$.120	\$.180	\$.276	\$.516	\$.792	\$1.524	\$2.472	\$2.472
					•	-	-		•		•		

"Employees deducted over 9 months: After calculating your monthly rate, multiply the rate by 12 to get your annual total, and divide it by 9 months.

Documentation needed to qualify your dependents for coverage:

Spouse

If you are legally married, even if physically separated, you will need:

- Most recent filed Federal Tax Return with signature page or e-file confirmation (financial information can be redacted) showing you are married filing jointly or married filing separately, **OR**
- Valid marriage certificate between employee/retiree and spouse issued by any state, **AND**
- Proof of joint ownership dated within the last six months. Documents for proof of joint ownership include:

A mortgage or bank statement, residential leasing agreement, property tax bill, or joint credit card statement. Documents must include both the employee's/retiree's name and the spouse's name.

• If within two years of marriage, then only the valid marriage certificate is required. Valid marriage certificate between employee/retiree and spouse issued by any state only (if within two years of marriage, then only the marriage certificate is required)

Common Law Marriage

If you are legally married by a Common Law Marriage you will need:

- Most recent filed Federal Tax Return with signature page or e-file confirmation (financial information can be redacted) showing you are married filing jointly or married filing separately, **OR**
- Texas Declaration of Informal/Common Law Marriage from the County where the marriage was recognized/recorded or Declaration of Informal Marriage issued by another state, **AND**
- Proof of joint ownership dated within the last six months. Documents for proof of joint ownership include:

A mortgage or bank statement, residential leasing agreement, property tax bill, or joint credit card statement. Documents must include both the employee's/retiree's name and the spouse's name. If within two years of marriage, then only the valid marriage certificate is required.

Biological Child(ren)

- Birth certificate of the biological child(ren) proving relationship of child(ren) to employee/retiree, **OR**
- Certification of Vital Records proving relationship of child(ren) to employee/retiree, **OR**
- Verification of Birth Facts Form* proving relationship of child(ren) to employee/retiree, **OR**
- Valid Medical Support Order requiring employee/ retiree to provide medical coverage, **OR**
- Paternity test accompanied by Court Order, Medical Support Order or reissued Birth Certificate

* If the child(ren) is/are under 6 months old, documentation on hospital letterhead or Verification of Birth Facts Form indicating the birth date of the child(ren) will be accepted as temporary enrollment but must be followed by the birth certificate within 60 days from date of birth.

Stepchild(ren)

- Birth certificate of the child(ren) showing the child(ren)'s parent is the employee's/retiree's spouse, **AND**
- Proof of marriage which includes the marriage certificate showing legal marriage between the employee/retiree and the child(ren)'s parent, **AND**
- Proof of joint ownership dated within the last six months.

In lieu of the marriage certificate and proof of joint ownership, you can provide your most recent filed Federal Tax Return with signature page or e-file confirmation (financial information can be redacted) showing you are married filing jointly or married filing separately).

Adopted Child(ren)

The documents will depend on the current stage of the adoption.

- Valid Pre-Adoption Placement Order issued by a Licensed Child Placement Agency, **OR**
- Valid Court Order naming employee/retiree as Managing Conservator of Child(ren), **OR**
- Valid Court Order of Adoption, **OR**
- Birth certificate of Child(ren) with Adoptive Parent(s), **OR**
- Valid Medical Support Order requiring employee/ retiree to provide medical coverage

Disabled/Incapacitated Child(ren) age 26 or older

- Valid document (e.g., birth certificate, adoption papers) proving relationship to employee/retiree, **AND**
- A doctor's statement regarding the physical or mental condition of the dependent, whether the dependent can maintain self-sustaining employment, and whether the condition occurred before the child(ren) reached age 26 must be submitted. If the dependent is currently enrolled, the appropriate form must be submitted before the dependent reaches age 26:
- 1. For medical coverage including optional coverages (if applicable) submit the <u>BCBSTX Dependent</u> <u>Child's Statement of Disability form</u>.
- For optional coverage only not including medical, submit the <u>TAMUS Dependent Child's Statement of</u> <u>Disability form</u> to System Benefits Administration for review.

Grandchild(ren)

- Most recent filed tax return*, including the signature or confirmation of e-file, showing the grandchild(ren) as a claimed dependent of the employee/retiree (financial information can be redacted), **AND**
- Birth Certificate of grandchild(ren)'s biological parent (i.e., child of employee/retiree), AND
- Birth Certificate of grandchild(ren) or Verification of Birth Facts Form**, AND
- Dependent Grandchild Certification Form (HR 120)

* If the grandchild(ren) is/are born in the current tax year, most recent filed tax return is not required, but will be required in subsequent tax years during the annual grandchild certification audit.

** If the grandchild is under 6 months old, documentation on hospital letterhead or Verification of Birth Facts Form indicating the birth date of the child(ren) will be accepted as temporary enrollment but must be followed by the birth certificate within 60 days from date of birth.

Foster Child

Valid Court Order establishing a parent-child relationship between employee/retiree and foster child

Legal Guardianship

Valid Court Order naming the employee/retiree as the legal guardian. Eligible up to age 18 unless court order defines otherwise.

Managing Conservatorship

Valid Court Order naming the employee/retiree as the managing conservator. Eligible up to age 18 unless court order defines otherwise.

The A&M System is committed to protecting your personal health information. The System's Notice of Privacy Practices is available online at <u>assets.system.tamus.edu/files/benefits/pdf/HIPAAprivacy.pdf</u> or from your Human Resources office.

This booklet is a summary of the benefit plans effective September 1, 2025, and does not cover all provisions, limitations and exclusions. The official plan documents, policies and certificates of insurance govern in all cases and are available for your inspection at any time.

Human Resources Offices		
Texas A&M University	(979) 862-1718	benefits@tamu.edu
Texas A&M Health Science Center	(979) 862-1718	benefits@tamu.edu
Prairie View A&M University	(936) 261-1730	benefitsteam@pvamu.edu
Tarleton State University	(254) 968-9128	<u>benefits@tarleton.edu</u>
Texas A&M University-Central Texas	(254) 519-8015	hr@tamuct.edu
Texas A&M International University	(956) 326-2365	<u>hr@tamiu.edu</u>
East Texas A&M University	(903) 886-5049	hr.benefits@tamuc.edu
Texas A&M University-Corpus Christi	(361) 825-2625	benefits@tamucc.edu
Texas A&M University at Galveston	(979) 862-1718	benefits@tamu.edu
Texas A&M University-Kingsville	(361) 593-3398	theresa.perez@tamuk.edu
Texas A&M University-Texarkana	(903) 223-1360	<u>hr@tamut.edu</u>
Texas A&M Transportation Institute	(979) 317-2055	humres@tti.tamu.edu
Texas A&M University-San Antonio	(210) 784-2058	benefits@tamusa.edu
Texas A&M University- Victoria	(979) 458-6330	employeebenefits@tamus.edu
Texas A&M Forest Service	(979) 845-9337	agrilifebenefits@ag.tamu.edu
Texas A&M AgriLife	(979) 845-2423	agrilifebenefits@ag.tamu.edu
Texas A&M Engineering	(979) 458-7699	engrbenefits@tamu.edu
Texas A&M Engineering Extension Service	(979) 458-6801	hr@teex.tamu.edu
Texas Department of Emergency Management	(979) 458-6330	employeebenefits@tamus.edu
West Texas A&M University	(806) 651-2117	benefits@wtamu.edu
System Offices	(979) 458-6330	employeebenefits@tamus.edu
Carrier Phone Numbers and Websites		
Blue Cross and Blue Shield - A&M Care; J Plan	(866) 295-1212	bcbstx.com/tamus
Delta Dental PPO	(800) 336-8264	deltadentalins.com/tamus
DeltaCare USA Dental HMO	(800) 422-4234	deltadentalins.com/tamus
Superior Vision by Metlife	(833) 393-5433	microsite.superiorvision.com/tamus
Express Scripts - A&M Care Drug Plan	(866) 544-6970	express-scripts.com
The Hartford	(860) 547-5000	tx.ag/theHartfordTAMUS
Navia - Flexible Spending Accounts	(800) 669-3539	naviabenefits.com
New York Life - Long Term Disability	(800) 362-4462	mynylgbs.com
Academic Health Plan - GSE Plan	(877) 624-7911	tamus.myahpcare.com
Prime Therapeutics - GSE Plan Prescriptions	(800) 423-1973	primetherapeutics.com
GuidanceResources	(866) 301-9633	guidanceresources.com

Online Enrollment Resources

- Check the Open Enrollment page at tamus.edu/benefits/open-enrollment
- Review the Benefits Guide at assets.system.tamus.edu/files/benefits/website/FY26BenefitsGuide.pdf
- Review the plan books at tamus.edu/benefits/booklets-brochures