

## **New Employee Benefits Orientation Transcript**

### **Slide 1:**

Good afternoon, on behalf of the Benefits Office, welcome to Los Alamos National Laboratory.

At LANL, we are committed to helping you achieve your highest level of well-being.

We know how hard it can be to choose the right benefit plans, so we're here to help you enroll in the benefit plans that best meet the needs of you and your family.

### **Slide 2:**

LANL cares about the health and wellness of our employees; our benefits package reflects this.

Our benefits are affordable and offer a wide variety of coverage options. We will also talk about our award-winning retirement plan.

Since we refer to our benefit guide throughout this presentation, you may want to pull that document up from the same external website you were directed to in this meeting's invite.

Your new hire benefits are retroactively effective to your date of hire, once you enroll.

### **Slide 3:**

Some examples of people you can cover on your insurance are your legal spouse, your domestic partner and their children, your children, or your legal ward. You can also cover over age disabled children.

Children are eligible to remain on your plan until the end of the month in which they turn 26.

Legal wards are allowed to remain on your plan until the end of the month in which they turn 18.

Supporting Documentation establishing the eligibility of your dependents is required to accompany your Contacts Form.

### **Slide 4:**

It's important for you to know that you have a 31-calendar-day window to enroll in your benefits.

Coverage is retroactive to your hire date. In fact, regardless of whatever qualifying event happens, you'll have 31 days to enroll and coverage will be retroactive to the marriage, birth, divorce or other life event. If you miss this window, you won't be able to enroll again until Open Enrollment. And you'll also miss out on certain guaranteed coverage that you may not be able to get at Open Enrollment.

### **Slide 5:**

Your starting point to enroll is the Contacts Form. Anybody other than yourself that you want to put on coverage has to be on that form and you need to provide the necessary documentation of their relationship to you. For example, we need birth certificates for children you're enrolling. Please review the form's instruction page thoroughly.

We'll tell you when we've entered your dependent information. Then you can go in and make your elections through LANL Worker Self Service; the same place you'll enter your time and check your pay slip. Just click the benefits link, follow the prompts, save a copy for yourself and hit Finish. If we need additional information to complete your enrollment, you'll be notified.

A step-by-step guide is available on the Benefits website.

**Slide 6:**

Premiums are the amount of money you pay out of your paycheck for the plan option and coverage level you choose. Premium deductions are taken twice a month.

LANL pays 79% of the cost of your coverage, and employees pay 21%. The premiums you'll see listed on your guide are the 21% that you will pay for.

For Example – July and December 2021 have 3 pay periods, premium deductions will only be taken on the first two pay periods.

**Slide 7:**

Let's start with the benefit most people are interested in: medical insurance.

Blue Cross Blue Shield of New Mexico is our medical insurance provider for both medical plan options LANL offers.

But you aren't limited to doctors and hospitals in New Mexico. If you or your family's doctor participates with ANY Blue Cross Blue Shield plan nationwide, that doctor is automatically in our network. That's why we'll focus today on in-network benefits.

**Slide 8:**

Let's start with your Medical coverage options.

We offer two competitive medical plan options. We have a Preferred Provider Organization or PPO and a High-Deductible Health Plan or HDHP.

Both plans offer in and out of network coverage and a large nationwide network of Blue Cross Blue Shield providers.

**Slide 9:**

Both plans also offer free preventive care. Each plan also has an associated tax-advantaged account available that we will be discussing in a later slide.

There is a 24/7 Nurseline at (800) 973-6329. Could your child's fever or sore throat turn into something more serious? Is your 1am asthma attack cause for a trip to the ER? The 24/7 Nurseline can help you figure out if you should call your doctor, go to the ER or treat your problem yourself.

**Slide 10:**

First I'd like to go over some definitions as we navigate through medical coverage. Some of these terms might be new to you and others you might already know.

*Deductible:* This is the amount you pay first before the plan pays, just like for car insurance.

*Co-insurance* is the percentage of costs you pay after you meet the deductible. If you stay within the network, you pay just 10%. 20% for prescriptions on the High-Deductible Health Plan.

*Co-pay.* This only applies to the PPO plan and provides a fixed copayment for the most frequently used services, rather than the deductible and co-insurance.

*Out of pocket max.* Once you pay a certain amount out of your own pocket, the limit kicks in and the plan reverts to 100% coverage of allowed services for the rest of the calendar year.

**Slide 11:**

You can see here a quick side-by-side comparison of each plans' features. The important thing to remember is that the deductible and out of pocket maximum work differently for each plan.

For the HDHP, if you have any dependents enrolled in the plan, you work towards the deductible and out-of-pocket maximum as a family unit.

For the PPO plan, the deductible and out-of-pocket maximum are treated as per-person amounts. Each person has to meet their individual limit. The limits are capped at the family amount, though, if you have more than three people enrolled in the plan.

Now, let's talk about that last row in the column, tax-advantaged plans.

**Slide 12:**

What is an HSA? The HSA is available only if you are enrolled in the HDHP and you actively elect the HSA. This account that allows you to set aside pre-tax dollars, which lowers your taxable income, to use for qualified medical dental and vision expenses not covered by your plan.

**Slide 13:**

The Health Savings Account is a tax-advantaged, interest-bearing medical savings account available to employees enrolled in the High-Deductible Health Plan. This account allows you to pay for eligible medical expenses and rolls over from year to year.

You can use this account to help you pay for qualified medical, dental, and vision expenses not covered by your plans. You can spend your funds on your eligible tax dependents' expenses too.

You do want to make sure you are qualified and therefore, you must actively enroll; we will not automatically enroll you, even if you enroll at \$0 per paycheck. You must have the HSA in order to receive LANL contributions including any Virgin Pulse rewards, which we'll discuss later.

If you have other coverage, such as Medicare, Tricare, etc. you might not qualify for an HSA. Even your spouse's medical flexible spending account, what we call a health care reimbursement account or HCRA, can knock you out of eligibility for this plan.

Again, for specific information regarding eligibility and annual contribution limits, please visit the IRS website at [www.irs.gov](http://www.irs.gov). We do want to highlight that your annual contribution limit may be pro-rated based on your hire date. See your guide and call HSA Bank for questions.

Now, let's look at the HCRA and some of our other Flexible Spending Account options.

**Slide 14:**

So what is a Flexible Spending Account?

A Flexible Spending Account, or FSA, administered by ConnectYourCare, will lower your taxable income and allow you to use the funds you set aside for certain qualifying expenses, depending on which account, or accounts, you use.

LANL offers three different Flexible Spending Accounts.

All Flexible Spending Accounts have a "use it or lose it" feature, as required by the IRS. It means you need to spend all the funds in the account by the end of the calendar year or you forfeit the money to the plan. All plans have a grace period which will give you until March 15 of 2022 to spend your 2021 contributions. Let's compare the plans on the next slide.

**Slide 15:**

The HCRA is the first FSA, and we've briefly mentioned it when we talked about the HSA a few slides back. Money you put into the HCRA can be spent on the same types of services: medical, dental, and vision. The great thing about this compared to the HSA is that you elect an ANNUAL amount and that amount is front loaded onto a debit card you can use for eligible expenses, even if only a fraction of that has been taken out of your paychecks.

The Dependent Care Reimbursement Account, or DCRA, is used only for adult or child daycare, and there is no debit card or front loading.

Unlike many employers, we also offer an Adoption Assistance Expense Account. Again, no debit card and no front loading, but keep in mind your adoption must be finalized before the end of the calendar year or you may forfeit a significant amount of money.

**Slide 16:**

We have 3 Health Partners who will help you navigate your health coverage in different ways. All of these are offered at no additional premium. If you're enrolled in one of our medical plans, you are eligible.

Important – contact information for these partners will be on your Blue Cross Blue Shield ID card.

The Health Partners are:

*MDLIVE*, which offers telemedicine via phone, app, or online – FREE for PPO, \$44 base for High-Deductible Health Plan, and then after the deductible is met: \$4.40.

*Consumer Medical* has free information for medical related issues, and an incentivized second opinion program for qualifying surgeries. And you get the incentive even if you decide to have the surgery, as long as you follow the program.

*Hinge Health* offers virtual physical therapy, if you qualify.

**Slide 17:**

Meet ALEX, our virtual Benefits Counselor. This system is here to help you navigate the options here at LANL and help you weigh your options. Find ALEX on our Benefits website.

The Premium Calculator walks you through your enrollment options and you can see your premiums as you make your choices. A great feature of this tool is that you can see how much your 401k will cost out of your paycheck and get a glimpse into how much money you can get with your LANL 401k matching contribution, which my colleague will go over in more detail.

**Slide 18:**

Let's next review dental insurance. LANL's dental plan is through Delta Dental of New Mexico.

**Slide 19:**

Our plan offers a large national network with low deductibles, low premiums, a preventive care allowance, such as 2 cleanings per year that don't need to be 6 months apart, and many other covered services including orthodontic allowances for children and adults.

Please see your guide for more plan details and the premium.

**Slide 20:**

Along with dental, LANL also offers vision insurance.

LANL's vision plan is through Davis Vision.

**Slide 21:**

The Davis Vision plan offers a large national network, affordable premiums, and low co-pays such as \$10 for your annual exam, and covered in full contacts or frames with lenses within the Davis Vision Designer Collection along with free lens features to choose from.

If you choose to purchase products outside of the Designer Collection, you will have a \$200 allowance to use.

Premiums and additional plan details can be found in your guide.

**Slide 22:**

Instead of choosing from a smaller selection of frames at your local eye doctor's office, you can look at all of your options and order online through the Davis Vision website as well as going to Visionworks in Albuquerque to see the entire collection in person.

With your frames, you also get a free scratch resistant coating and a 1 year breakage warranty.

**Slide 23:**

In addition to medical, dental, and vision care, LANL also offers a legal plan to help with legal needs that may arise.

**Slide 24:**

This plan offers access to an online law library, DIY documents, over-the-phone assistance, and affordable legal representation for a variety of situations, many of which are free if you see an in-network attorney. ARAG will even pay a portion of your bill if you use an out-of-network attorney.

Additionally, the plan also offers a comprehensive identity theft package. This package includes credit monitoring, internet surveillance, child monitoring, lost wallet service identity theft restoration and up to \$1,000,000 in identity theft insurance. You must activate this portion of the insurance by working with ARAG and by supplying them with the information they need to monitor on your behalf.

**Slide 25:**

Next, we will be discussing the plan options that are here to protect your income in the event of an accident or illness, resulting in your disability and inability to work.

Our disability plans are offered through MetLife.

LANL offers three disability plan options. These next slides will discuss those options.

**Slide 26:**

So, what exactly is disability insurance?

Again, this insurance helps protect your own paycheck so you can continue a portion of your income while you are unable to work due to a scheduled or unscheduled disability, such as a surgery or illness.

**Slide 27:**

Because LANL believes that all employees should have coverage to continue their paycheck in the event of disability, the lab provides three disability plan options, all three of which you are presently enrolled in as a new employee at LANL. Coverage is effective your date of hire.

First, let's talk about the Basic Short Term Disability plan. This plan is paid 100% by LANL and will cover 60% of your base pay up to \$800 per week, after a short 7-day waiting period during which time you'll use your sick time until it is exhausted. Short Term Disability can continue for a maximum of 6 months. Again, you are already enrolled and cannot opt out, so you will not be able to opt out in LANL Worker Self Service when you complete your new hire elections online.

If you decide the basic plan isn't enough, you can choose to keep the Supplemental Short Term Disability plan option which pays you 70% of your base pay up to \$2,500 per week. The Supplemental Short Term Disability plan works in conjunction with the Basic Short Term Disability plan. You pay the premium for this plan, but only the difference in the cost between the premium that LANL pays for the basic plan and this supplemental plan. The rest of the plan design is exactly the same with the same waiting period, duration, and use of sick leave. With the Supplemental Short Term Disability plan, you may opt out now or at any time, but future enrollment is limited to Open Enrollment and a medical review, otherwise known as an Evidence of Insurability, which is required and can result in approval or denial of entry back into the plan.

After short term disability ends at 6 months, if you remain disabled, you move into Long Term Disability. You pay the premium for this plan. The benefit pays a lesser of different options, such as 50% of base pay, up to a cap of \$10,000 per month. This plan will pay until you reach Social Security Normal

Retirement Age. The same with the Supplemental Short-Term Disability, again you are automatically enrolled and can opt out now or at any time, but future enrollment is limited to Open Enrollment with Evidence of Insurability required.

**Slide 28:**

In the event you are absent from work, whether from a medical need of your own and you need disability leave, or a medical need for someone else. Maybe it's a personal need or a professional leave need, all formal leave programs are administered through the Leaves Group within the Benefits Office.

A handful of paid and unpaid leave options are listed on the screen, but more details can be found on the Benefits website. If you need a leave now or in the future, please reach out to Leaves to discuss your eligibility and coordinate your absence.

**Slide 29:**

At this time, we will take a 2-minute stretch break. We'll be right back after the break, and we'll continue sharing information about your benefits plan options.

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**Slide 30:**

Another plan option offered by MetLife is the Accidental Death and Dismemberment insurance, or AD&D for short.

**Slide 31:**

AD&D protects you and your family from the unforeseen financial hardship of an accident that causes death, dismemberment, paralysis, and/or loss of sight, speech, or hearing.

The AD&D plan is one of the 3 term life options LANL offers. It works in conjunction with our life insurance policies. So, if you were to pass away due to an accident, both your life insurance and AD&D would pay out to your beneficiaries.

Coverage levels range from \$50,000 to \$500,000 and employees can choose to cover eligible dependents.

Please look at your guidebook for the cost and coverage level options.

The value of your coverage depends on who you are covering. As you can see on the chart, if you cover only your spouse and you, your spouse is covered at 60% of the amount you're covered for. If you're covering a spouse and a child or children, then your spouse is covered at 50% and your children are always covered at 20%.

**Slide 32:**

Also provided by MetLife are our Life Insurance plans.

**Slide 33:**

First, we'll talk about Basic Life. This plan provides life insurance up to one time your annual salary with a maximum of \$50,000. If you make more than \$50,000, then your policy will be \$50,000. If you make less than \$50,000, then your policy will be one times your salary.

The premium for Basic Life insurance is paid by the Lab. Eligible employees are automatically enrolled in this coverage.

Now, we'll talk about Supplemental Life. The Supplemental Life plan offers you the flexibility to select the appropriate amount of coverage for you and your family. The cost for this coverage is based on your age and the amount of coverage you select. You can select coverage from one time to eight times your salary.

New hires are offered Supplemental Life up to three times your annual earnings, without evidence of insurability. If you elect four-to-eight times your salary, an Evidence of Insurability form will be sent to you to complete and submit for approval to MetLife, and you will be enrolled in the three-times option until you are approved for the higher coverage.

There is a \$1.5 M maximum on this policy. So, if the multiple of your salary reaches that amount, you will be capped at \$1.5 M.

Please note that your supplemental life benefit will reduce every five years, starting at age 65.

**Slide 34:**

We also offer dependent life insurance.

You can enroll a spouse or domestic partner in anywhere from \$25,000 to \$200,000 of life insurance, in \$25,000 increments. You have a one-time opportunity to enroll them in \$50,000 of coverage with no medical questions. If you waive the coverage now, then the guaranteed issue amount is forfeited and any future amounts will require evidence of insurability.

The rates are based on your spouse or domestic partner's age and spouse life insurance will not be reduced by age.

Child life insurance has two coverage amounts: \$5,000 and \$10,000. The rates for each is \$.08 for \$5,000 and \$.15 for \$10,000, per paycheck. This rate is a flat rate, so you pay the same amount regardless of how many children you're covering.

Children can be covered up to the end of the month in which they turn age 26 or 18 for legal wards.

**Slide 35:**

Now let's talk about Beneficiaries. Beneficiaries are a person, trust, or charity that receives your death benefits.

There are two types of beneficiaries: primary and contingent. Primary beneficiaries are first in line to receive your death benefits. Contingent beneficiaries are backup beneficiaries to the primary, if anything were to happen to your primary beneficiary.

To update your beneficiaries, you will work directly with MetLife. They manage our life insurance beneficiaries.



You can update your beneficiaries at any time.

Your retirement plan beneficiaries are handled by Fidelity through their website, not through the process I just described.

**Slide 36:**

MetLife offers additional free services, such as grief counseling and will, estate, and funeral planning services. For more information on these services, please visit MetLife's website or contact MetLife directly.

**Slide 37:**

LANL cares about our wellness as employees. We have programs throughout the year to engage our employees in their financial, emotional, and physical wellness. We have health fairs, classes, a great wellness facility, and many other opportunities to engage in our wellness programs. How this ties to your benefits is through our Virgin Pulse Wellness program. The following slides will educate you on how your choices in living a healthy lifestyle can add to the richness of your LANL benefits.

**Slide 38:**

You should be receiving an email from the wellness program in the coming weeks, telling you how to enroll. You should not sign up until you are enrolled in your medical option.

Participants earn incentives by participating in health-related activities to earn health miles towards incentives. Depending on which health plan a person is signed up under, they can earn up to \$200 or \$500 for participating in health-related activities over a full year. All participants are provided with a free "GoZone" pedometer from the Virgin Pulse website to track their steps. You just need to sign up for the pedometer on the Virgin Pulse website. There are lots of activities to choose from to earn points, such as completing the health assessment questionnaire. You can earn 2,000 points for completing the questionnaire. Your annual wellness exam is also worth 1,000 points.

Eligible spouses and domestic partners are also eligible to earn incentives for participating in health-related activities. Spouses or domestic partners must be a dependent on the employee's medical plan to participate.

Rewards are tracked quarterly and paid in the first quarter of the following year. The goal is to earn 10,000 points per quarter, but you will get a prorated reward amount if you don't quite hit that goal.

If you're in the High-Deductible Health Plan, the money you earn from the Virgin Pulse program is deposited into your Health Savings Account. You need to sign up for the Health Savings Account to get this contribution, even if you don't contribute any money to this account.

If you're signed up for the PPO plan, your rewards are deposited into the Health Care Account that is managed by Blue Cross Blue Shield of New Mexico. This is different than the Health Care Reimbursement Account through ConnectYourCare.

**Slide 39:**

Now, we are going to talk about your retirement plan through Fidelity.

**Slide 40:**

We will start by talking about the eligibility for the plan. Listed here is who is not eligible for the 401(k).

So, any student employees who do not have at least a bachelor's degree are not eligible.

Lab Associates, Retired Lab Fellows, and employees who don't have a valid social security number. Everyone else is eligible for the 401(k).

If you don't have a valid social security number, but will have one in the future, you will become eligible once you receive it.

**Slide 41:**

LANL is just as invested as you are in saving for your future and has so many vehicles to help you get started.

*Company Match:* We offer a 6% dollar-for-dollar company match, which is free money. You can change your payroll contribution each paycheck by working with Fidelity. Please note it can take a paycheck or two to become effective.

An annual, non-elective employer contribution, which is also free money. If you have less than ten years of service, LANL will deposit 3.5% of your 401(k)-eligible earnings into your account at the beginning of each year. The payout looks at your 401(k)-eligible earnings from the year prior. So, you will see a payout in Quarter One of 2021 for eligible earnings you've made for 2020.

In our retirement plan, you are 100% vested in the 401(k) on day one. Other companies may ask you to be vested in their plan for a certain amount of years. But not us, you are vested 100% today.

Because this plan is so great, we don't want anyone to miss out. So, we automatically enroll all our new employees in the 6% contribution after 31 days of your new hire. If you would like to get a jump start on saving sooner you can.

You can also set up your account to automatically increase your contribution at the beginning of each year. We do not set this up automatically.

Your guide book shows you what the IRS annual contribution limits are.

And another great feature of our plan is the administrative fees. Our 401(k) plan has extremely low administration fees. And get this, LANL will pay both the administrative and recordkeeping fees on your account until your balance is greater than \$25,000.

**Slide 42:**

These are our contribution options:

The pre-tax contribution allows you to save and invest a piece of your paycheck before taxes are taken out, on a pre-tax basis. Taxes are not paid until the employee starts withdrawing the money from their 401(k). Again, we have the company match up to 6% of eligible compensation and the automatic enrollment in 6% at 31 days.

LANL also offers a Roth contribution option. The Roth contribution allows you to save and invest a piece of your paycheck after taxes are taken, on an after-tax basis. Roth can be used in combination with the pre-tax 401(k).

If the employee meets the annual contribution limit for the year, they can elect to continue contributions on an after-tax basis. This ensures that you will still get the LANL match even if you have met the contribution limit for the year.

If you have questions about how you should invest your money, please reach out directly to Fidelity.

**Slide 43:**

Let me show you how to get started by enrolling in your 401(k) Fidelity account.

Starting this Friday, you can log on to [www.netbenefits.com](http://www.netbenefits.com) and click on *register now*. Once you are registered in your account you can start choosing your contributions, picking investment options, and watching your money grow.

If you already have a Fidelity login from another employer or if you have other Fidelity investments, you can use your existing login information. You'll see Triad as an option starting on Friday.

**Slide 44:**

Some important reminders:

Your coverage is effective on your date of hire, day one, as long as you submit your completed enrollment form and supporting documentation within your 31-calendar day enrollment period.

Your period of Initial Enrollment ends 31 days from your hire date. You have 31 days to make changes to your benefits for all life events. Beneficiary designations are done online through MetLife.

Payroll deductions are taken twice a month. So, any months with three paychecks, you will not see a deduction taken out on that third paycheck, except FSAs and HSA.

Our carrier files are sent every Thursday morning, so enrollments submitted Thursday or after will wait for the next carrier file. You will automatically be enrolled in the 401(k) after 31 days from your hire date.

Use the checklist in your guidebook. It will help guide you on what you need to do. You will get your ID cards within three weeks of completing your enrollments.

**Slide 45:**

There are some required notices we are required to give to you. They are on the external website. Please review these as soon as possible and sign the Acknowledgement Form that you received in your invite and return it to [benefits@lanl.gov](mailto:benefits@lanl.gov).