

## **New Employee Benefits Orientation Transcript**

### **Slide 1:**

Hello, 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.

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

### **Slide 3:**

Here is the agenda for today's presentation.

First, we will review the actions items you'll need to take and go into detail on the steps required to enroll in your benefits.

Then we'll then spend time talking about the benefits that are available to you.

We'll also talk about qualifying life events, important reminders, PTO and compassionate care leave and will conclude our meeting with a website tour.

### **Slide 4:**

Let's talk about what you need to do to enroll in your benefits.

### **Slide 5:**

Here is a high-level overview of the steps you need to take for your benefits.

You have 31-calendar days from your date of hire to enroll in benefits.

The first step you will take is acknowledging receipt of the legal notices we are required to provide you with.

Then, if applicable, you will need to make sure anyone you need to enroll in your benefits gets added as a contact by the Benefits Office.

Next, you will enroll in your benefits online via LANL Worker Self Service in Oracle.

You'll also set up your account with Fidelity to set up your contributions for the 401(k). This will be available the first Friday after your hire date and is done via Fidelity's NetBenefits Website.

Lastly, you will want to:

- Check the mail for your insurance cards
- Set up your beneficiaries
- Complete the evidence of insurability, if applicable
- And register for an account with the providers you have benefits with

Let's dive a little deeper into each of these steps on the next slides.

**Slide 6:**

The first thing you will want to do is review the required notices package. We'll show you where to find this during the website tour.

The required notices package has important legal information that pertains to benefits.

All employees are required to acknowledge receipt of this information.

You'll need to complete the Acknowledgement of Receipt of Required notices form and email it to [benefits@lanl.gov](mailto:benefits@lanl.gov) by the end of this week. We will follow up with you if we don't receive it from you.

**Slide 7:**

This is a list of the required notices. Again, we will show you where to find these when we do the website tour.

**Slide 8:**

The next step you will want to take is to have our staff add any dependents who you want to enroll in your benefits as a contact in Oracle. This step is important and should be done prior to your enrollment in Oracle.

If you plan on enrolling only yourself, you can skip this step.

If you need to enroll a family member, some of the eligible dependents you can enroll include:

- A spouse
- Domestic partner
- Children under age 26

To add dependents as contacts in Oracle, you'll need to complete a LANL Contacts Form and gather copies of your dependent documentation. We'll walk through the LANL Contacts Form in more detail on the coming slide.

Once you have all that information, email the LANL Contacts Form and dependent documentation in one email to [benefits@lanl.gov](mailto:benefits@lanl.gov).

The Benefits Office staff will add your dependents as contacts. We will notify you when it's done so that you can take the next step and enroll in your benefits in Oracle. Please allow up to 5 days for the Benefits Office to add your contacts and notify you.

**Slide 9:**

Here is a little more detail about the eligible dependents you can cover on your insurance plans. You can cover 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.

As mentioned on the last slide, supporting documentation establishing the eligibility of your dependents is required to accompany your Contacts Form.

**Slide 10:**

Here is an overview of the LANL Contacts Form. We will show you where to find this form during the website tour.

The first page of the form is the instructions page. Please read this to ensure you complete the form correctly.

The second page gives details about what documentation and forms we need for each type of dependent you might be adding to your benefits.

Pages three and four are where you are going to add your dependent's information. Make sure you include their full name, relationship to you, gender, date of birth and social security number. If they do not have a social security number due to being a foreign national or newborn, please let us know that.

The last page is where you will sign and date the form. Please review the employee certification information as well.

**Slide 11:**

If you need help deciding which benefits options make sense for you or you want to easily see the cost of your benefits, consider using our decision support tools.

- ALEX, our virtual Benefits Counselor, is here to help you navigate the benefits here at LANL and help you weigh your options.
- 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. You will a glimpse into how much money you can get with your LANL 401k matching contribution which we will go over in more detail later in this presentation.

We'll show you where to find ALEX and the premium calculator on our benefits website tour.

**Slide 12:**

Once you are ready to enroll in your benefits, you will go to Oracle to enroll online.

As a reminder, you have 31-calendar days from your date of hire to enroll. Once you enroll, your benefits will be retroactively effective to your date of hire.

Most employees receive access to Oracle when they get their badge and Z token or CRYPTOcard. Occasionally, it takes a little longer.

If access to Oracle has not been granted 5 days before the end of your 31-day enrollment window, please contact the Benefits Office and we can walk you through what you need to do.

If you are an employee who will not receive access to Oracle, please contact the Benefits Office and we can help you enroll.

Oracle allows you one opportunity to enroll online. Once you have started your elections, the system will close your enrollment at the end of that day. If that happens and you need to make changes to your benefits and you're still within your 31-day enrollment window, contact the Benefits Office and we can help.

**Slide 13:**

Now let's walk through what the enrollment process looks like in Oracle.

First, you will need to get to Oracle. To do that, you will go to the LANL Inside homepage

**Slide 14:**

Scroll down and click on Oracle/T&L under the Quick Links section.

Once you are in Oracle, you will expand the LANL Worker Self Service section and then click on the Benefits module.

**Slide 15:**

The first thing you will see in the Benefits module is the Terms & Conditions. You will want to review the verbiage and then select Next. The Terms & Conditions only come up once, so make sure you review the information entirely before selecting Next.

**Slide 16:**

Next, you will see your dependents. Remember they won't be there if you haven't submitted your LANL Contacts Form.

**Slide 17:**

Next, you will click the Benefits Enrollment tab and then click on the Change Your Benefits Enrollment button on the bottom right-hand side of the screen.

**Slide 18:**

The next page will show a list of all available benefit options. If you want to enroll in a benefit, you will select enroll. If you want to waive a benefit, you will select waive. Some benefits require additional selections and entries for who you want to cover and/or the level or amount of coverage you want.

Review each benefit listed. You will need to scroll.

When finished, select Save>Next.

**Slide 19:**

The next page will allow you to add dependents to each applicable benefit. You will place a checkmark in the Cover column if you want to add your dependents to that benefit.

When finished, select Save>Next.

**Slide 20:**

The last page will show you an overview of your selections. Please review this page and save a copy for your records. Once you have done this, you can click Finish to complete your enrollment process.

**Slide 21:**

Premiums are the amount of money you pay out of your paycheck for the plan option and coverage level you choose. They are taken out of your paycheck twice a month. On months that have 3 paychecks, premium deductions will only be taken on the first two pay checks.

LANL pays the majority of the cost of medical, dental, and vision insurance for you. See your guidebook for more information on premium costs.

**Slide 22:**

An important thing to consider when making your benefits elections is duplicate coverage.

If a spouse or domestic partner, or a child or parent is already a Triad employee, please be cautious of creating duplicate coverage.

You may not be covered in any Triad-sponsored benefit plan as an employee and as a dependent of another Triad employee or retiree.

Additionally, dependents of Triad employees may not be covered by more than one employee for the same benefit.

If you think this might apply to you, please feel free to reach out to the Benefits Office to discuss this in more detail if needed.

**Slide 23:**

Another enrollment to consider is the 401(k).

Starting the first Friday after your date of hire, you can log on to [www.netbenefits.com](http://www.netbenefits.com) and click on register now.

If you already have a Fidelity login, you can use your existing login information. You'll see Triad as an option once you login.

Once you are in your account you can set up your contributions, select investment options, and watch your money grow.

**Slide 24:**

Post- enrollment, there are some additional steps to take if they apply to you.

If you enroll in the medical, dental, vision or legal plans, you will receive ID cards in the mail to the address that is listed as your primary mailing address in Oracle within 2-3 weeks of enrolling. The same goes for the debit card for the HSA, HCRA or DCRA. Please make sure this mailing address is correct before you enroll.

If you need insurance information before then, you will need to work with the applicable insurance carrier to download a temporary ID card or get the ID card information.

Dental and Vision ID cards are not required for service. If you let your provider know who your insurance carrier is, they can look up your coverage in their system.

We send enrollment files every Thursday to our insurance carriers, so keep that in mind when trying to obtain coverage information from them. If your enrollment hasn't been received by them yet, they will not be able to assist you until the Friday after they receive your enrollment information on their file.

If you need to be seen by a doctor before your enrollment is in their system, you can:

1. Ask the doctor to hold off on billing until the information is in the insurance carrier's system.
2. Pay out of pocket for the visit or prescriptions and then file a claim to be reimbursed once your information is in the insurance carrier's system.

You will also want to make sure you set up your beneficiary information. A beneficiary is a person, trust, charity, or estate that receives your death benefits.

Beneficiary designations are done directly with our vendors.

- MetLife – life and AD&D
- HSA Bank – HSA
- Fidelity – 401(k)

You can update beneficiary information at any time.

If you elect supplemental employee life insurance over 3x your salary or spouse/domestic partner life insurance over \$50,000, you will be contacted by MetLife directly to provide the necessary medical information for review.

They will send an email to your LANL email address. Once you complete the evidence of insurability form online, they may need additional information or a medical exam. If you require a medical exam, it will be done by ExamOne.

Once MetLife makes a decision, they will notify us and you of their decision. We will update your coverage amount at that time if needed.

**Slide 25:**

Outside of your new hire and open enrollment benefit enrollment opportunities, you may have other opportunities throughout the year to make changes to your benefits.

Some examples of qualifying life events are:

- Marriage
- Divorce
- Birth
- Gain of other coverage
- Loss of other coverage

If you experience a life event, you have 31-calendar days from the date of the life event to make changes to your benefits. You will submit form 1751a and supporting documentation to our office within that enrollment window and we will make the changes for you. You don't enroll online like you do for new hire or open enrollment benefits.

Any benefit changes would be effective as of the date of the life event.

If you miss your enrollment window, you won't be able to enroll again until the next Open Enrollment or within 31-calendar days of another life event. You'll also miss out on certain guaranteed coverage you may not be able to get at Open Enrollment.

**Slide 26:**

Let's review the benefits that are available to you.

**Slide 27:**

We'll 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, the PPO and HDHP.

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 28:**

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

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 HDHP plan)

## Co-pay

This only applies to the PPO plan and provides a fixed copayment for the most frequently used services, rather than 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 year.

### **Slide 29:**

You can see here a quick side-by-side comparison of the each's 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 max 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 (\$300 for the deductible/\$3,000 for the OOPM). The limits are capped at the family amount, though, if you have more than three people enrolled in the plan.

As part of LANL's ongoing efforts to support employee wellness, the PPO medical and prescription cost sharing and coinsurance has been eliminated for behavioral health services in-network providers. The HDHP medical and prescription cost sharing and coinsurance will be eliminated for behavioral health services in-network providers once the deductible has been met.

Our prescriptions are managed by Express Scripts, so if you enroll in one of our medical plans, you will work with Express Scripts on any prescription questions. Your prescription information will be on your BCBS ID card.

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

### **Slide 30:**

At LANL, we offer several tax-advantaged options, the HSA and 3 different FSAs. HSA Bank manages these accounts.

Let's look at the tax advantaged accounts in more detail on the next slides.

### **Slide 31:**

The HSA is a tax-advantaged, interest-bearing medical savings account only available to employees enrolled in the High-Deductible Health Plan (HDHP). This account allows you to pay for eligible medical, dental and vision expenses and rolls over from year to year. You can spend your funds on your eligible tax dependents' expenses too.

You do want to make sure you are qualified and therefore, we will not automatically enroll you. You must actively enroll, 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 or Tricare, 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.

For specific information regarding eligibility and annual contribution limits, please visit the IRS website at [www.irs.gov](http://www.irs.gov). We also 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 accounts.

**Slide 32:**

A Flexible Spending Account, or FSA, 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.

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 the following year to spend your current year contributions.

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 in the HCRA can be spent on the same types of eligible services: medical, dental, and vision. The difference with this account, compared to the HSA, is that you elect an ANNUAL amount, and that amount is front loaded onto a debit card you can use immediately for eligible expenses.

The Dependent Care Reimbursement Account, or DCRA, is used only for child daycare expenses and certain dependent adult care. There is a debit card, however you can only spend up to the amount you have contributed.

We also offer an Adoption Assistance Expense Account. There is 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 33:**

The commuter flexible spending accounts allow employees to set aside pretax dollars to pay for eligible parking and public transportation expenses.

Eligible expenses for the mass transit includes tickets, vouchers, passes, and commuter rideshare.

Parking eligible expenses include lots or garages at or near where you work, train stations, vanpool stops, commuter lots and anywhere you get transportation to work.

IRS guidelines set the monthly contribution limit. Unlike the other flexible spending accounts, these funds can be rolled over.

**Slide 34:**

We have some 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

Contact information for these Partners will be on your BCBS ID card, except for Magellan

The Health Partners are:

- MDLIVE – offers telemedicine via phone, app, or online
- Consumer Medical – 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 – Virtual physical therapy if you qualify
- Learntolive – online mental health program
- Catapult Health – receive a virtual health checkup
- Magellan – In addition to LANL's in house Employee Assistance Program, Magellan is available for counseling and other behavioral health services. You only need to be eligible for benefits to have access to this program (not necessarily enrolled in a medical plan like our other health partners)
- BCBS 24/7 nurse line – you can receive free advice from a registered nurse; they can help you decide if you should call your doctor, go to the emergency room, or treat the problem yourself

**Slide 35:**

LANL's dental plan is through Delta Dental of NM

**Slide 36:**

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

See your guide for more plan details and the premium costs.

**Slide 37:**

Along with dental, LANL also offers vision insurance.

Our vision carrier is Davis Vision.

**Slide 38:**

Davis Vision offers a large national network, affordable premiums, and low co-pays such as \$10 for your annual exam. Contacts or frames with lenses within the Davis Vision Designer Collection are offered at no cost to you along with a number of 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.

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.

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

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

**Slide 39:**

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

**Slide 40:**

This plan offers access to a network of over 18,000 attorneys and online legal resources including self-help legal forms. The legal plan also offers an online digital estate planning tool—create wills and trusts, home and real estate planning, and other legal needs. In-network attorney fees are 100% paid-in-full for most covered matters. MetLife allows easy access to member services online or by phone.

**Slide 41:**

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

Our disability plans are offered through MetLife.

The lab provides 2 disability plan options. The next slide will discuss these options.

**Slide 42:**

We also offer a dedicated identity theft protection plan through Norton LifeLock.

**Slide 43:**

Norton LifeLock offers comprehensive identity theft protection to protect your digital life. This plan offers identity theft protection, device security, credit monitoring, and more. The plan also offers full-service identity restoration and up to one million dollars for restoration expenses. After enrollment, you will be prompted to download the mobile app to manage your alerts in real-time.

**Slide 44:**

Disability 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 surgery, injury, or illness.

Because LANL believes that all employees should have coverage to continue their paycheck in the event of a disability, the lab provides a Short Term and Long-Term disability plan that is 100% employer paid.

After a short 7-day waiting period, the Short-Term Disability plan will cover 100% of your base pay for weeks 2-8 of your disability and 60% of your base pay for weeks 9-27 of your disability. Short Term Disability continues for a maximum of 6 months. 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.

After short term disability ends at 6 months, if you remain disabled, you move into Long Term Disability which is 100% paid by LANL. The benefit pays 60% of base pay up to \$15,000 per month. The plan pays until you reach Social Security Normal Retirement Age.

**Slide 45:**

Now we'll take a 2-minute stretch break. When you return, we'll talk about the AD&D and Life Insurance, also offered through MetLife.

**Slide 46:**

MetLife also offers Accidental Death and Dismemberment insurance, or AD&D for short, and Life Insurance plans.

**Slide 47:**

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 child(ren), then your spouse is covered at 50% and your children are always covered at 20%.

**Slide 48:**

**Basic Life**

this plan provides life insurance up to 1 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 premiums for Basic Life insurance are paid by the Lab. Eligible employees are automatically enrolled in this coverage.

**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 1 time to 8\* times your salary.

New hires are offered Supplemental Life up to 3 times your annual earnings without evidence of insurability (Statement of Health). If you elect 4 to 8 times, an Evidence of Insurability form will be sent to you via email to complete and submit for approval to MetLife. You will be enrolled in the 3x's 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 5 years, starting at age 65.

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 and \$.16 per paycheck, respectively. 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 49:**

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 50:**

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. How this ties to your benefits is through our Virgin Pulse Wellness program. These following slides will educate you on how your choices in living a healthy lifestyle can add to the richness of your LANL benefits.

**Slide 51:**

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 participation in health-related activities over a full year. All participants are provided with a "GoZone" pedometer from Virgin Pulse to track their steps. There are lots of activities to choose from to earn points, such as by completing the health assessment questionnaire, where you can earn 2,000 points. Your annual wellness exam is also worth 1,000 points.
- Note: Eligible spouses and domestic partners are also eligible to earn incentives for participating in health-related activities. Spouse/Domestic partner 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.

HDHP – deposited into the Health Savings Account (HSA); so, you must enroll for the HSA to get the contribution (even at \$0/paycheck).

PPO – Deposited into the Health Care Account (HCA) managed by BCBSNM

**Slide 52:**

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

**Slide 53:**

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

- Student employees who do not have a bachelor's degree
- Lab Associates
- Retired Lab Fellows
- Employees who don't have an SSN
- Anyone else is eligible for the 401(k).
- If you don't have an SSN, but will have one in the future, you will become eligible once you receive it.

**Slide 54:**

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 5 years of service, LANL will deposit 3.5% of your eligible earnings into your account by the end of the first quarter of the following year. The payout looks at your eligible earnings from the year prior. So, you will see a payout in Q1 of the following year for eligible earnings you've made this year.

In our retirement plan, you are 100% vested in the 401(k) on day one. There is no waiting period for the LANL contribution to be yours.

Because this plan is so great, we don't want anyone to miss out. We automatically enroll all our new employees in the 6% contribution after 31 days of your date of 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 every year. We do not set this up automatically.

Your guidebook shows you what the IRS annual contribution limits are.

Our 401k plan has extremely low administrative fees and get this LANL will pay for both the administrative and recordkeeping fees on your account until balance is greater than \$25,000.

**Slide 55:**

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% after 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 out (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 still get the LANL match even if you have met the contribution limit.

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

**Slide 56:**

LANL emphasizes the importance of work-life balance, and our Paid Time Off policy generously reflects this. Let's talk about some of the other benefits offered to employees at the Laboratory.

**Slide 57:**

PTO is for planned and unplanned absences including illnesses.

It is accrued based on your years of service each pay period you are in paid status. PTO balances can be viewed on your pay stub.

Employees must manage their PTO to ensure they have time in case of an illness.

Please see the PTO accrual chart for your rate.

Part-time employees accrue PTO based on their assignment hours divided by the number of hours an employee would work if they were full-time.

**Slide 58:**

The Laboratory also offers compassionate care leave for those times when we need to be there for our families.

**Slide 59:**

Compassionate care is for full and part-time employees

It can be used to care for ill or injured family members or for bereavement

Hours are granted annually on January 1<sup>st</sup>, upon hire, new eligibility, or return from leave

Hours can be used immediately

Unused hours do not carry over and are not paid out at termination

**Slide 60:**

Incidental Family Care

- Requires manager approval
- For when you use up to 24 hours of CCL in a calendar week
- Examples include caring for a child with stomach flu who cannot attend school, taking a sibling to the hospital for a broken arm, taking a parent who can't drive to a medical appointment, or taking a spouse to cancer treatments every few months.

Serious Family Care

- Requires HR-Benefits approval
- Used when using more than 24-hours of CCL in a calendar week
- This includes inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. An example would be if your spouse is having surgery and you need to stay for a week to care for them.

**Slide 61:**

Please see the compassionate care chart that shows eligibility hours

Hours are granted based upon when an employee starts or becomes eligible

For example, if you are being hired on May 15th, you will be granted 60 compassionate care hours as a full-time employee - to account for your partial year start. Next year, on Jan 1st you will be eligible to receive 80 hours.

**Slide 62:**

Let's talk about paid and unpaid leaves.

**Slide 63:**

In the event you are absent from work, whether from a medical need of your own and you need disability, or medical need for someone else, personal, or professional, all formal leave programs are administered through the Leaves group in 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 eligibility and coordinate your absence.



**Slide 64:**

Some important reminders:

- Download and complete your LANL Contacts Form and Acknowledgement of Receipt of Required Notices Form, email them to [benefits@lanl.gov](mailto:benefits@lanl.gov). Make sure you include your dependent documentation with your LANL Contacts Form.
- You must complete your enrollment actions within 31 calendar days from your date of hire.
- Your coverage is effective on your date of hire (day 1), as long as you complete your enrollment actions within your 31-calendar day enrollment period.
- Our carrier files are sent every Thursday morning, so you will get your ID cards within 3 weeks of completing your enrollments. These will be mailed to the address in Oracle so please make sure this address is correct and up to date prior to making your new hire enrollments.
- Beneficiary designations are done online through MetLife, Fidelity & HSA Bank.
- You will be automatically enrolled in the 401(k) after 31 calendar days from your hire date.
- Use the checklist in your guidebook. It will help guide you on what you need to do.
- Payroll deductions are taken twice a month.
- You have 31 calendar days to make changes to your benefits for any other life events you may have such as: marriage, divorce, or the birth or adoption of a new child. Please visit the Benefits website for a complete listing of qualified life events.

**Slide 65:**

Let's give you a tour of the website so you can become familiar with how to use it.