

# Full & Part Time Employees Benefits Summary Sheet



LANL offers employees a comprehensive benefits package with plans that cover our employee's health and welfare, retirement, financial, fitness and wellness needs.

## Medical Insurance

Employees have the choice between two medical plans through Blue Cross Blue Shield of New Mexico (BCBS). Both medical plans offer free preventive care and in- and out-of-network coverage from the same network of BCBS providers.

### HIGH DEDUCTIBLE HEALTH PLAN (HDHP)

This is a more flexible plan that gives consumers the ability to select the providers that offer the maximum value. This plan has higher annual deductibles, but lower monthly premiums. While this plan does not pay until after the annual deductible has been met, it meets the IRS requirements to qualify for the optional Health Savings Account (HSA) to set aside pre-tax dollars for eligible healthcare expenses.

### PREFERRED PROVIDER ORGANIZATION (PPO)

This is a traditional medical plan that has copays and coinsurance for covered services. This plan offers lower annual deductibles but a higher monthly premium.

## Dental Insurance

Dental coverage is offered through Delta Dental of New Mexico. The plan covers preventative care exams, restorative work, and other orthodontic services. Delta Dental in-network preferred providers offer the best value for covered services.

## Vision Insurance

Vision coverage is offered through Davis Vision. The plan covers exams, contacts, lenses and frames. Participants can use any provider, but Davis Vision network providers offer the best value for covered services. Frames, lenses and contacts can also be purchased online.

## Life Insurance

Life insurance, offered through MetLife, provides a financial benefit to the named beneficiary(ies) in the event of the covered individual's death. Employer paid, basic life insurance coverage provides 1 times your annual salary, rounded to the next highest \$1,000, with a minimum of \$5,000 and a maximum of \$50,000. Eligible employees are automatically enrolled in this coverage. You cannot opt out.

### SUPPLEMENTAL LIFE

This optional coverage, offers coverage beyond the basic life, up to 8\* times your annual salary. The cost for this coverage is based on your age and the amount of coverage selected.

### SPOUSE / DOMESTIC PARTNER LIFE AND CHILD LIFE

This optional coverage, provides a financial benefit to you in the event you experience the loss of a dependent. Spouse Life is available in \$25,000 increments up to \$200,000\*. Eligible domestic partners are included. Premiums vary with the spouse / domestic partner's age and coverage level. Child life is available for \$5,000 or \$10,000 in coverage. One premium covers all eligible children.

*\* Important Information: New hires may enroll in Supplemental Life up to 3 times annual salary and Spouse / Domestic Partner Life up to \$50,000 without requiring Evidence of Insurability (EOI). Requests to enroll or increase the coverage level after the new hire period of initial eligibility may require an EOI review, subject to approval. You may reduce or waive your coverage at any time.*

## Legal Insurance

Legal insurance, offered through ARAG, provides a convenient way to cover the cost of legal advice, whether it is a planned or unexpected expense. The plan provides assistance with routine preventive or defensive matters and covers most basic legal needs.

Benefits Office

505-664-6947 option 3

<https://www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/>

## Disability Coverage

### Improved plans coming in 2023

(see page 4)

Basic Short-Term, Supplemental Short-Term, and Long-Term Disability coverages are offered through MetLife. These income protection plans will pay a percentage of your salary if you are unable to work due to illness or injury.

#### BASIC SHORT-TERM DISABILITY

Employer paid; this coverage pays a weekly benefit of 60% of your eligible earnings up to \$800 per week for up to six months. Eligible employees are automatically enrolled in this plan. You cannot opt out.

#### SUPPLEMENTAL SHORT-TERM DISABILITY\*

This optional coverage pays a weekly benefit of 70% of your eligible earnings up to \$2,500 per week for up to six months. The premiums for this coverage are based on your age and salary. Eligible employees are automatically enrolled in this plan. You may opt out at any time.

#### LONG TERM DISABILITY\*

This optional coverage pays 50% of your salary to a maximum of \$10,000 a month after six months of disability, ending at your Social Security Normal Retirement Age. The premiums for this coverage are based on your age and salary. Eligible employees are automatically enrolled in this plan. You may opt out at any time.

*\*Important Information: New hires may enroll in Supplemental Short -Term and Long -Term Disability on a guaranteed basis without requiring Evidence of Insurability (EOI). Requests to enroll after the new hire period of initial eligibility require an EOI review, subject to approval.*

## AD&D Insurance

Accidental Death and Dismemberment (AD&D) insurance protects you and your family from the unforeseen financial hardship of an accident that causes death, dismemberment, paralysis, or loss of sight, speech, or hearing. AD&D offered through MetLife includes coverage levels range from \$50,000 to \$500,000 with affordable semimonthly premiums.

## Tax-Advantaged Accounts

Tax-advantaged accounts offer the opportunity to use pre-tax dollars to save and pay for qualified medical, dental, vision, dependent care or adoption expenses.

**Health Savings Account (HSA)** (requires HDHP)  
**Health Care Reimbursement Account (HCRA)**  
**Dependent Care Reimbursement Account (DCRA)**  
**Adoption Assistance Expense Account (AAEA)**

## 401(k) Retirement Plan

A best-in-class 401(k) Retirement Plan is offered to help employees save and invest for future financial goals. The Plan allows for employees to save on a pre-tax, Roth and after-tax basis. Diverse, low-cost investment options are available.

#### COMPANY MATCH

Your contribution to the 401(k), will be matched by the company dollar for dollar up to 6% of your eligible compensation per pay period. The match is 100% immediately vested and is made on a pre-tax basis.

#### NON-ELECTIVE EMPLOYER CONTRIBUTION

##### New service tiers coming in 2023

(see page 4)

In addition to the match, an annual non-elective employer contribution will be made to your 401(k) account, regardless of your contribution. The non-elective employer contribution is based on your years of service and your eligible compensation in the prior year.

0-9 Years:	3.5% Employer contribution
10-19 Years:	4.5% Employer contribution
20+ Years:	5.5% Employer contribution

## Health & Fitness Programs

A variety of programs to help employees establish and maintain good health are available. In addition to the wellness incentive program administered by Virgin Pulse, take advantage of the onsite gyms and health and fitness classes. BCBS also offers an additional fitness program membership discount.

Employees eligible for benefits may elect to enroll dependents – spouse, domestic partner, children, and legal wards – in insurance coverages with acceptable documentation.

## Time Off *Redesigned time off program coming in 2023 (see page 4)*

### PAID HOLIDAYS – 10 DAYS

#### PAID SICK

3.694 hours accrued per pay period  
96 hours annually

#### PAID MATERNITY/PARENTAL LEAVE

Paid Maternity Leave, up to 6 weeks after birth.

Paid Parental Leave, up to 3 weeks after birth or placement for adoption.

*Must meet eligibility requirements.*

#### PROFESSIONAL PAID LEAVE

- Professional Research and Teaching Leave
- Advanced Study Leave
- Professional Renewal Leave

*Must meet eligibility requirements and be supported by your organization.*

### PAID VACATION

Vacation is accrued per pay period based on years of service, with a maximum allowable accrual of two times the annual rate.

Full-time employee accrual rates are as follows:

Years of Services	Annual Accrual Rate	Per Pay Period Accrual
Less than 10	120 hours	4.616 hours
More than 10, but less than 15	144 hours	5.54 hours
More than 15, but less than 20	168 hours	6.462 hours
20 or more years	192 hours	7.386 hours

## Work Schedules

All work schedules are subject to manager and organization approval. They include:

#### 5/40

Five 8-hour workdays each week

#### 9/80

Four 9-hour workdays and one 8-hour workday one calendar week, four 9-hour work days the next calendar week

#### 4/10

Four 10-hour workdays each week

#### 4.5/40

Four 9-hour workdays and 4-hour workdays each Friday

## Education Assistance

Assistance is available for tuition, mandatory fees, and book costs. This includes assistance for degree or non-degree classes, continuing education, professional development, or certification courses taken at an accredited post-secondary educational institution.

In-state tuition is available for eligible dependents at the University of California and Texas A&M University.

*Must meet eligibility requirements and be supported by organization.*

**EMAIL:** [tuitionassistance@lanl.gov](mailto:tuitionassistance@lanl.gov)

**PHONE:** (505) 664-6947, option 5

## Relocation Assistance

New hires moving a distance more than 50 miles are eligible for assistance. Reimbursement is limited to one per household.

**EMAIL:** [relocation@lanl.gov](mailto:relocation@lanl.gov)

**PHONE:** (505) 665-4484



# Benefit Changes Coming in 2023

## Time Off Package

### **NEW Paid Time Off (PTO)**

In place of separate vacation and sick leave policies, a new PTO policy will go into effect at the end of 2022, giving employees more flexibility in the way time off is used.

Starting Dec. 26, 2022, instead of earning vacation and sick, PTO will be earned according to this schedule:

#### PTO Accrual Rates for Full-time Employees

Years of Service	Annual Accrual Rate	Per Pay Period Accrual Rate
0 - 5 years	200 hours	7.692 hours
5 < 10 years	216 hours	8.308 hours
10 < 15 years	232 hours	8.923 hours
15 +	256 hours	9.846 hours

### **NEW Compassionate Care Leave**

An annual paid leave program to care for an immediate family member who is sick or injured or to take time for bereavement. Up to 80 hours of paid leave a year (or up to 40 hours for part-time employees) will be granted for immediate use on Jan. 1, 2023.

### **MORE TIME for Maternity Leave**

Birth parents will be eligible for up to six more weeks of maternity leave, up to a total of 12 weeks for births on or after Jan. 1, 2023.

### **MORE TIME for Parental Leave**

All new parents will be eligible for an additional week of bonding leave—for up to a total of four weeks, for births or adoptions on or after Jan. 1, 2023.

## Disability Coverage

### **IMPROVED Coverage**

**No Premiums for Employees**—All premiums for these plans will be paid for by Triad.

**Higher Income Replacement**—A higher percentage of your eligible earnings will be replaced as follows:

- **SHORT-TERM DISABILITY:** 100% up to seven weeks, then 60% up to 19 weeks (instead of the current basic/supplemental choices)
- **LONG-TERM DISABILITY:** 60% up to \$15,000 (instead of 50% up to \$10,000)

## 401(k) Retirement Plan

### **UPDATED service tiers**

The years of service tiers for the annual non-elective employer contribution made to your 401(k) account, regardless of your contribution is changing to five-year tiers rather than 10-year tiers to support you in reaching retirement readiness.

There is no change to the employer match.

#### Future Service Tiers

Effective Jan. 1, 2023

Years of Completed Service	% of Employer Contribution
0 to <5	3.5%
5 to <10	4.5%
10+	5.5%