Benefits

Health & Welfare, Retirement, and Work Life Benefits Programs

Health & Welfare Benefit Plans

About Your Health and Welfare Benefit Plans

As a Berkeley Lab employee or Postdoc, you have a choice of benefit plans for you and your eligible family members during your employment. Here you’ll find information about the plans, your costs, enrolling and de-enrolling, links to carriers’ websites, and more.

- Medical Plans
- Dental Plans
- Vision Plan
- Legal Plan
- Disability Insurance Plans
- Life Insurance Plans
- Accidental Death & Dismemberment (AD&D)
- Flexible Spending Accounts
- Behavioral Health & Substance Abuse
- Business Travel Accident Insurance
- Homeowner/Renter/Auto Insurance
- Senior Management Group Supplemental Benefits Program

New tools help you choose and use benefits wisely

A series of short, educational videos to help employees and their families understand their benefits and use them wisely. Available online and via mobile devices, the videos address some of the complexities of using health insurance and answer basic questions such as what’s the difference between an HMO and a PPO, how the plans work, what’s covered—and not covered—by the plans, etc. Take time to visit the UC Benefits website to view plan videos.

CONTACTS

If you are an active employee or a Postdoc with inquiries regarding:

- Claims, COBRA, death reporting, eligibility, benefits enrollment, FSAs, inter-campus transfers, life events, Medicare eligibility and enrollment, dependents data changes, premium costs, special enrollment requests, termination

Lab’s Benefits Office

Phone (510) 486-6403
Fax (510) 486-6009
Email benefits@lbl.gov
Mail Stop 90P-0101
Building 90P Trailer
Update personal information for LBNL website: https://hris.lbl.gov/self_service/login/

For general benefits information website: UC Benefits Website, UCNet
• **Family Member Eligibility Verification**

  Secova at (877) 632-8126

• **Postdoc Benefits**

  Lab’s Benefits Office

  Phone (510) 486-6403
  Fax (510) 486-6009
  Email benefits@lbl.gov
  Mail Stop 90P-0101
  Building 90P Trailer

  Update personal information for LBNL website: [https://hris.lbl.gov/self_service/login/](https://hris.lbl.gov/self_service/login/)

  **Garnett-Powers & Associates**

  Phone (800) 261-7109
  Email PBP@Garnet-Powers.com

  **Information on Post Doc benefits**

  If hired **before January 1, 2017** website: [https://clients.garnett-powers.com/postdoc/lbl/](https://clients.garnett-powers.com/postdoc/lbl/)


  **If you are a retiree, terminated employee, or an active employee with inquiries regarding:**

  • **Retirement Health & Welfare Benefit Plans and Services**

    **Retirement Administration Service Center (RASC)**

    Phone (800) 888-8267 in U.S.
    Phone (510) 987-0200 from outside the U.S.
    Fax (800) 792-5178
    Website: [http://ucnet.universityofcalifornia.edu/contacts/rasc.html](http://ucnet.universityofcalifornia.edu/contacts/rasc.html)

  **Enrollment/Benefit Changes**

  **ELIGIBILITY**

  Most employees are eligible for benefits, but your benefits package depends on the length of your appointment, how many hours you work, and your appointment type.

  **Benefits Eligibility for Employees**

  **Benefits Orientation / The Benefits of Belonging (video)**

  **ENROLLMENT**

  You can enroll yourself and your family members in benefit plans at different times during your career. Here’s a quick rundown of your options.

  If you are a **new employee**
  If you have a **newly eligible family member**
  If you are a **current employee and become eligible**
  If you lose other group insurance, you have 31 days from the date you lost you medical coverage to enroll into your Lab sponsor medical, dental, and vision plans. Please complete the **Enrollment, Change, Cancellation, or Opt Out—Employees Only Form** -UPAY 850 Form and submit to the Benefits office with a copy of the Loss of coverage notice.
**Period of Initial Eligibility (PIE)**

If you are newly hired, you have a period of initial eligibility (PIE) during which you may enroll yourself and your eligible family members. Your PIE starts on the first day of eligibility (for example, the day you begin work in a position that makes you eligible for benefits). The PIE ends 31 days later, or, if the 31st day falls on a weekend, the next work day.

**Medical Cards**

Medical cards should arrive within 6 - 8 weeks after the employee enrolls into their Medical plan. Medical cards are mailed to the employee's home address by the Medical insurance plan.

*If you are a Berkeley Lab (LBNL) Postdoc hired after January 1,2017 Click Here.*

*If you are a Berkeley Lab (LBNL) Postdoc hired before January 1,2017:*

These two administrators provide the health and welfare benefit plans for the Berkeley Lab Postdocs:

- The University of California for the mid-level benefit plan coverage including:
  - medical, legal, dependent life, AD&D, and flexible spending accounts


- The Garnett-Powers & Associates for the supplemental postdoc benefit plan coverage including:
  - dental, vision, disability, and life

  Website: [https://www.garnett-powers.com/postdoc/lbl/](https://www.garnett-powers.com/postdoc/lbl/)

**Berkeley Lab Postdoc Benefits Plan Summary (PDF)**

**New tools help you choose and use benefits wisely**

A series of short, educational videos to help employees and their families understand their benefits and use them wisely. Available online and via mobile devices, the videos address some of the complexities of using health insurance and answer basic questions such as what's the difference between an HMO and a PPO, how the plans work, what's covered—and not covered—by the plans, etc. Take time to visit the UC Benefits website to view plan videos.

**How to enroll**

- **If you have a Social Security Number:**
  - Go to the AYSO (At Your Service Online)
    - Click on "New user and do not have a password?" and follow the prompts to create your own UC benefits account (enter your Social Security Number and Date of Birth when prompted to do so).

- **If you do not have a Social Security Number or if you are a transferring employee to the Lab from another UC campus:**
  - Submit a UPAY 850 Form – Enrollment, Change, Cancellation, or Opt Out—Employees Only Form
    - Send your completed form* to the Lab's Benefits Office:
      
      In person: Building 90P Trailer, Room129  
      By mail: One Cyclotron Road  
      MS 90P-0101, Berkeley, CA 94720  
      By fax: (510) 486-6009

*Important Note:*
Do not submit your completed UPAY 850 Form by e-mail.
You can submit your completed benefit forms in person, by hard-copy mail (U.S. mail or inter-office), or by fax to the Lab's Benefits Office. The Lab's Benefits Office will no longer accept e-mailed documents—these e-mailed documents will be deleted immediately from our in-box records upon receipt. Any texts/messages that have been sent included with the documents, once deleted, will also be deleted. The Lab's Benefits Office will not be responsible for any missed actions due to the deletion of benefit forms sent by e-mail.

**BENEFIT CHANGES**
When you need to use your benefits, make sure you know what steps to take and when to take them. Here are some “roadmaps” for using your benefits when you have a major life change.

**If you are:**
- A new employee
- A transferring employee to the Lab from another UC campus location
- Adding a family member
- Establishing a domestic partnership
- Getting married
- Having a baby
- Leaving employment
- Preparing for retirement
- Taking a leave of absence (please read also the following important information regarding the continuation of your benefits coverage while you are on a leave of absence, as a Lab employee)

As a Lab employee, there are specific actions that you must take, whether or not you wish to continue your benefits coverage when you are on a leave of absence.

For example, if you wish to continue your benefits coverage, you must submit your first month's premium payment, and the following months’ premium payments, in the exact payment amounts and within a timely manner, to the Lab's Benefits Office; late payments and/or incorrect amounts may result in the termination of your benefits coverage.

In person: Building 90P Trailer, Room 129
By mail: One Cyclotron Road
       MS 90P-0101, Berkeley, CA 94720
By fax: (510) 486-6009

It is very important that you know the specific details of your premium payment schedule(s) and amount(s). To obtain this information, you will need to contact the Lab’s Benefits Office:

    Phone: (510) 486-6403
    Fax: (510) 486-6009
    Email: benefits@lbl.gov
    Mailstop: MS 90P-0101
    Location: Building 90P Trailer, Room 129

You should discuss with your supervisor/manager about your request for a leave and also review the leave information if you are unsure of what type of leave to take.

**Retirement & Savings**

**RETIREMENT BENEFITS**

UC offers comprehensive retirement benefits, including a pension plan for eligible faculty and staff hired before July 1, 2016 and a choice of primary retirement benefits for those hired on or after July 1, 2016.

UC also offers voluntary retirement savings plans, educational resources to help you prepare for retirement, and retiree health insurance.

**UC Retirement Plan (UCRP)**
• If you were hired on or after July 1, 2016 (The Choice Program)
• If you were hired between July 1, 2013 and June 30, 2016 (2013 Tier)
• If you were hired before July 1, 2013 (1976 Tier)
  • For rehired, newly eligible and former CalPERS-covered faculty and staff

Retiree Health & Welfare Benefits
Fact Sheet: UC Retiree Health Eligibility Rules (Revised 05.20.14)
Complete Guide to Your Retirement Benefits
Election Handbook
Retirement Handbook
Survivor and Beneficiary Handbook

PREPARING FOR RETIREMENT
(What To Do If You're) Preparing for Retirement
Preparing for Retirement Video Presentation
Preparing for Retirement Webinar
Retirement Planning Resources
Retirement Estimator
  • Sign in to your At Your Service Online (AYSO) account
  • Under Retirement & Savings, go to Retirement Estimator

RETIREMENT SAVINGS PROGRAMS
Voluntary Savings Plans
Tax-Deferred 403(b) Plan
457(b) Deferred Compensation Plan
Defined Contribution Plan
UC Focus on Your Future
Fidelity Retirement Services

CONTACTS & RESOURCES
CA Public Employees' Retirement System
  Phone (888) 225-7377
  Website: calpers.ca.gov
Ex-Ls (Berkeley Lab's retiree organization)
  Mailing address
  1925 Walnut Street #155
  Berkeley, CA 94720
Fidelity Retirement Savings Program Account
  Phone (866) 682-7787
Medicare
  Phone (800) MEDICARE
  Website: http://www.medicare.gov
Secova - Family Member Eligibility Verification
  Phone (877) 632-8126
Social Security Administration
  Phone (800) 772-1213
Work-Life/Leaves of Absence

FAMILY CARE PROGRAMS AND RESOURCES

- MyFamily at LBNL
- Back-Up Care Program (through Bright Horizons)
- Employee Assistance Program
- Child Care Community Resources
- Sittercity (through Bright Horizons)
- Years Ahead (through Bright Horizons)
- Early Childhood Education Program (through UCB)
- Elder Care Program (through UCB CARE Services)
- Nursing Moms
- Lactation Accommodation Program at LBNL
- Breastfeeding Support Program (through UCB Health* Matters)

CHANGING JOBS WITHIN THE LAB/UC

If you take a job at another department within the Lab or another UC campus, you keep your seniority and your benefits move with you as long as you make the transfer within 120 days of leaving your previous location.

Even if you take a job at another UC location after 120 days have passed, you should make sure your new location knows about your previous service so your records can be coordinated.

When you transfer, you may not change your insurance benefits. You'll keep your current enrollments at your new location. You should not use At Your Service Online to enroll in your benefits at your new location, unless your plan is not available in your new location. If your plan is not available at your new location, you'll be able to choose a new one. To do so, you'll need to fill out a UPAY 850 form and turn it in to the benefits office at your new location.

Contact your existing and new benefits office to let them know that you are transferring to make sure your vacation, sick, UCRP service credit and other benefits records transfer seamlessly.

SOME QUALIFYING LIFE EVENTS

- A transferring employee to the Lab from another UC campus location
- Adding a family member
- Having a baby
- Getting married
- Establishing a domestic partnership
- Taking a leave of absence
- Preparing for retirement
- Leaving employment

Period of Initial Eligibility (PIE)

When you have a qualifying life event — such as the birth/adoption of a child, marriage, involuntary loss of coverage, death,
change in your employment status – you have a period of initial eligibility (PIE) during which you may enroll yourself and your eligible family members or make changes to your benefit plans, outside of the annual Open Enrollment period. Your PIE starts on the onset of the event (for example, the day you begin work in a position that makes you eligible for benefits). The PIE ends 31 days later, or, if the 31st day falls on a weekend, the next work day.

LEAVES OF ABSENCE

Life happens – both good and bad – and sometimes that means you may need to take a leave of absence from your job. Regardless of the reason for your leave, you should talk to your supervisor, manager, or department head about taking a leave of absence. It's best to do this as soon as your need for a leave arises, so your department can plan for your absence. You may need to continue to be covered by any benefits for which you are eligible.

As a Lab employee, there are specific actions that you must take, whether or not you wish to continue your benefits coverage when you are on a leave of absence.

For example, if you wish to continue your benefits coverage, you must submit your first month's premium payment, and the following months' premium payments, in the exact payment amounts and within a timely manner, to the Lab's Benefits Office; late payments and/or incorrect amounts may result in the termination of your benefits coverage.

It is very important that you know the specific details of your premium payment schedule(s) and amount(s). To obtain this information, you will need to contact the Lab's Benefits Office:

- Phone: (510) 486-6403
- Fax: (510) 486-6009
- Email: benefits@lbl.gov
- Mailstop: MS 90P-0101
- Location: Building 90P Trailer, Room 129

You should discuss with your supervisor/manager about your request for a leave and also review the leave information if you are unsure of what type of leave to take.

Following is a list of some leaves and checklists/fact sheets for your reference:

- Bereavement Leave
- Family Changes Fact Sheet
- Family and Medical Leave Fact Sheet
- Family and Medical Leave LBNL Materials and Contact
- Flexible Work Options
- Holiday Leave
- Leave Without Pay Fact Sheet
- Military Leave Checklist
- Paid Leave Checklist
- Partial Disability: Stay At Work/Return to Work Fact Sheet
- Pregnancy Disability Leave
- Pregnancy, Newborn Child and Adopted Child Fact Sheet
- Sick Leave
- Unpaid Leave
- Vacation Leave
- Voluntary Vacation Donation
- Your Guide to UC Disability Benefits Fact Sheet

ADDITIONAL RESOURCES

- Berkeley Lab Guest House
- Chair Massage Onsite
- Commuter Benefits (through WageWorks)
- Daughters and Sons to Work Day at LBNL
- Employee Activities Association (EAA) Clubs at LBNL
- Guaranteed Ride Home
- Health Services at LBNL
- Relocation Assistance
New tools help you choose and use benefits wisely

A series of short, educational videos to help employees and their families understand their benefits and use them wisely. Available online and via mobile devices, the videos address some of the complexities of using health insurance and answer basic questions such as what's the difference between an HMO and a PPO, how the plans work, what's covered—and not covered—by the plans, etc. Take time to visit the UC Benefits website to view plan videos.

Lab Benefits Website
UC Benefits Website
Garnett-Powers & Associates
Postdoc Benefits Plan Summary (PDF)
Which medical plan is right for you? (Booklet)
Affordable Care Act (ACA)
Defense of Marriage Act (DOMA)
UPAY 850 Form – Enrollment, Change, Cancellation, or Opt Out for Employees Only

Important Note:
Do not submit your completed UPAY 850 Form by e-mail!
You can submit your completed form in person, by hard-copy (U.S. mail or inter-office), or by fax to the Lab's Benefits Office. The Lab's Benefits Office will no longer accept e-mailed documents — these e-mailed documents will be deleted immediately from our in-box records upon receipt. Any texts/messages that have been sent included with the documents, once deleted, will also be deleted. The Lab's Benefits Office will not be responsible for any missed actions due to the deletion of benefit forms sent by e-mail.

Employee Assistance Program
UC Berkeley, University Health Services
Room 3100, Tang Center
2222 Bancroft Way
Berkeley, CA 94720
Phone: (510) 643-7754

Fidelity Investment Services UC Focus on Your Future

Retirement Savings Program
Online www.netbenefits.com
Phone: (866) 682-7787
Personal Financial Planning
Phone: (800) 558-9182

CONTACTS
Lab's Benefits Office
UC Retirement Administration Service Center (RASC)

Phone: (800) 888-8267 within U.S.
Phone: (510) 987-0200 outside U.S.
E-fax: (800) 792-5178
Website: http://www.ucop.edu/human-resources/staff/retirement-administration-staff/index.html

Family Member Enrollment Verification

Secova Phone: (877) 632-8126

Garnett-Powers & Associates

Phone: (800) 319-9557

UC Health and Welfare Plans:

Medical Plans

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<thead>
<tr>
<th>Plan</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Blue Shield Health Savings Plan</td>
<td>1-855-339-9973</td>
</tr>
<tr>
<td>Health Equity</td>
<td>1-866-212-4729</td>
</tr>
<tr>
<td>Core</td>
<td>1-855-339-9973</td>
</tr>
<tr>
<td>Kaiser Permanente — California</td>
<td>1-800-464-4000</td>
</tr>
<tr>
<td>UC Care</td>
<td>1-855-702-0477</td>
</tr>
<tr>
<td>Western Health Advantage</td>
<td>1-888-563-2250</td>
</tr>
<tr>
<td>Optum (behavioral health) Access Code: 11280</td>
<td>1-888-440-8225</td>
</tr>
</tbody>
</table>

Dental Plans

<table>
<thead>
<tr>
<th>Plan</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Dental PPO</td>
<td>1-800-777-5854</td>
</tr>
<tr>
<td>DeltaCare USA</td>
<td>1-800-422-4234</td>
</tr>
</tbody>
</table>

Other Plans
### AD&D (AIG Benefits Solutions)
- **Employees** (Group No.: PAI-9124933)
- **Retirees** (Group No.: PAI-9124922)
  
### Auto/Home/Renter Insurance (California Casualty)
  
### COBRA (CONEXIS)
  
### Dependent Care Flexible Spending Account (CONEXIS)
  
### Disability Insurance (Liberty Mutual)
  
### Family Care (Bright Horizons)
  
### Health Flexible Spending Account (CONEXIS)
  
### Legal Plan (ARAG)
  
### Life Insurance (Prudential Life claims only)
  
### Vision Service Plan (VSP) (employees)

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**Open Enrollment 2018**

**WELCOME TO OPEN ENROLLMENT**

It’s time for Open Enrollment! Visit the [Open Enrollment website](#) from 8 a.m., Thursday, Oct. 26 to 5 p.m., Tuesday, Nov. 21 to enroll in the right benefits for you and your eligible family members.

**RELATED LINKS**

- [2018 Open Enrollment](#)

**Highlights of this year’s Open Enrollment** include low cost increases for most employees, a new pharmacy benefits administrator for PPO plans and suggestions for how to manage your costs and stay well. Make sure to read your Open Enrollment booklet and visit the website to learn all about your choices for this year.

**Important reminders**

If you’re happy with your benefits, Open Enrollment may not feel like a priority. It’s worth your time, though, to take a few important steps:

- Enroll or re-enroll in a flexible spending account (FSA). Your other benefits will continue if you don’t take action, but you must re-enroll each year to continue your FSA.
- Review all of your plan options to make sure you’re still enrolled in the best benefits for you and your family.
- Make sure your personal information is up-to-date and complete.

**Open Enrollment ends on Nov. 21 at 5 p.m.**
Other Important Notes

- If you're a new Lab employee, hired during open enrollment, you must take **two** enrollment actions!
  
  a. Sign into the At Your Service Online (AYSO) to create your new online account. Enroll in your 2017 benefits as a newly benefits eligible employee within 31 days from your date of hire.

    - After you log in, under Health and Welfare, select “Benefits Enrollment” and enter your elections. Make sure you review and confirm your elections.

  b. Anytime after 48 hours (until the Open Enrollment deadline of 5:00 p.m. Pacific Time, Tuesday, November 21, 2017), go back to sign in to your At Your Service Online (AYSO) account to enroll in your 2018 benefits coverage.

    - After you log in, under Health and Welfare, select “Open Enrollment” and enter your elections. Make sure you review and confirm your elections.

**Changes must be confirmed to become effective!**

- **Before you begin to enroll in a medical plan:** If you're enrolling in Health Net Blue & Gold medical plan that requires a Primary Care Physician (PCP), make sure you have your doctor's PCP enrollment ID number. You can find the number or search for a new PCP at Find a Doctor.

- **Submit paper enrollment form (UPAY 850) ONLY** if you do not have a Social Security Number and do not have a computer or access to the Internet.

- **Completed enrollment forms must be RECEIVED in the Lab's Benefits Office BEFORE the deadline of 5:00 p.m. (Pacific Time) on Tuesday, November 21.**

**DO NOT SUBMIT ENROLLMENT FORMS BY E-MAIL DUE TO HIPAA COMPLIANCE!** You can send forms to the Lab’s Benefits Office by fax (510-486-6009), in person (Building 90P Trailer), or by U.S. mail/inter-campus mail stop (One Cyclotron Road, MS 90P0101, Berkeley, CA 94720).