

WELCOME TO YOUR

Open Enrollment

LADPH – Temporary Employees

Referral Bonus Program

Please visit https://hsp.staffingreferrals.com/company/join to refer a qualified friend!



Join Healthcare Staffing Professionals Inc.'s Refer-a-Friend Program and Earn Up To up to \$1,000



Once the referee gets hired, they will receive \$100 bonus and once they complete 36 hours of work you can receive up to \$1000

When you receive notification of your bonus, you will have the choice to select a gift card from a wide range of popular retailers.

Whether you prefer to treat yourself to a new gadget, enjoy a shopping spree, or even share the gift card with a loved one, the choice is yours

Bonus is Based on Position



Time Off Benefits

1. Paid sick leave

- Hours will accrue from date of hire
- Employee will accrue up to 12 days (96 hours) of sick time at a rate of 4 hours per semi -monthly pay period.
- Unused sick time is **not** cashed out upon separation of employment
- See our LADPH Sick Time Policy for more information

2. LADPH Vacation Time

- Hours will accrue from date of hire
- Employee will accrue up to 10 days (80 hrs) of vacation time at a rate of 3.33 per semi-monthly pay period.
- Unused vacation time will be cashed out upon separation of employment
- See our LADPH Vacation Time Policy for more information



2024 Holiday Pay

Full time employees will be compensated for the following 13 observed Holidays :

- 1. New Year's Day
- 2. Martin Luther King Day
- 3. Presidents' Day
- 4. Cesar Chavez Day
- 5. Memorial Day
- 6. Juneteenth
- 7. Independence Day
- 8. Labor Day



- 9. Indigenous People's Holiday
- 10. Veterans' Day
- 11. Thanksgiving Day
- 12. Day after Thanksgiving
- 13. Christmas Day

Benefits Portal





hsp-ladhp.mybenefitsapp.com



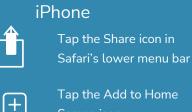
Download the app

You can view most employee benefits plan information and resources when you're "on the go" from your mobile device.

What information can I access on the site?

- Benefit information details
- Generic ID cards with group numbers and contact information
- How to enroll
- **Document Center**

Add an icon to your smartphone for quick access



Android

Windows Phone

Tap this Icon in the top right menu bar

Tap this Icon in the lower right corner

Screen icon

screen

(+)

Select: Add to Home

Select: Pin to Start

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Enrolling

Your new benefits that you are electing or changing are effective October 1, 2023 through September 30, 2024.

The benefits that you have in place will remain for the current plan year. However, you will be required to log into ADP to either confirm your current benefits, make a change to your current benefits, or decline your benefits for the 2023-2024 plan year.

If you are not enrolled currently and do not want to enroll for the new plan year, please log into ADP to decline benefits for the 2023-2024 plan year. Please ensure your beneficiary information is up to date for the Basic Life/AD&D insurance.

When?

Annual Enrollment elections will begin Friday, September 1st and must be completed by Friday, September 8th.

<u>**Q&A sessions will be held on the following dates and times:**</u> Monday, August 28th - 11:00am – 12:30pm PST (1:00pm to 2:30pm CST)

Tuesday, September 5th - 11:00am – 12:30pm PST (1:00pm to 2:30pm CST)

What?

Annual Enrollment elections are effective October 1, 2023 through September 30, 2024, unless you experience a Qualifying Life Event and make changes.

Note: You must report a Qualifying Life Event within 30 days of the event to the Benefits Department.

Where?

Go to **hsp-ladph.mybenefitsapp.com** to review your benefits or visit **ADP Workforce Now**.

Making changes during the year

Your enrollment decisions will remain in effect through September 30, 2024, unless you have a qualifying life event and make changes.

Qualifying life events

- Birth or adoption of a child
- Marriage or divorce
- Death of a dependent
- Dependent's loss of eligibility
- Change in spouse's employment
- Loss or gain of other health coverage



Medical





Know Where to Go For Care





Health Care Provider	Symptoms	Average Cost
Non-Emergency Care		
Doctor's Office Generally, the best place for routine preventive care; established relationship; able to treat based on medical history Office hours vary Average wait: 15-20 minutes	 Infections Sore and strep throat Vaccinations Minor injuries, sprains and strains 	\$\$\$\$\$\$ (You Pay: Cost varies per plan)
Retail Clinic Usually lower out-of-pocket cost than urgent care; when you can't see your doctor; located in stores and pharmacies Hours vary based on store hours Average wait: 15 minutes	Common infectionsMinor injuriesPregnancy testsVaccinations	\$\$\$\$\$\$ (You Pay: Cost varies per plan)
Urgent Care When you need immediate attention; walk- in basis is usually accepted Generally includes evening, weekend and holiday hours Average wait: 15-30 minutes	 Sprains and strains Minor broken bones Small cuts that may require stitches Minor burns and infections 	\$\$\$\$\$ (You Pay: Cost varies per plan)
Emergency Care Hospital Emergency Room Life-threatening or critical conditions; trauma treatment; multiple bills for doctor and facility 24 hours a day, 7 days a week	 Chest pain Difficulty breathing Severe bleeding Blurred or sudden loss of vision 	\$\$\$\$\$

24 hours a day, 7 days a week vision (You Pay: Cost varies Average wait: 4+ hours • Major broken bones per plan) Freestanding Emergency Room • Most major injuries except trauma Services do not include trauma care; can Severe pain look similar to an urgent care center, but \$\$\$\$\$ medical bills may be 10 times higher 24 hours a day, 7 days a week (You Pay: Cost varies

per plan)

Average wait: Minimal

Medical HMO Plans (CA Employees Only)



Elements Choice HMO \$3,000	Network: California Care HMO
Deductible	\$3,000
Out-Of-Pocket Limit • Individual • Family	\$6,400 \$12,800
Preventive Care	No Charge
Primary Care Physician	\$30 copay per visit
Specialist Office Visit	\$50 copay per visit
Urgent Care	\$30 copay per visit
Hospitalization • Inpatient • Outpatient	30% after deductible 30% after deductible
Emergency Room (copay waived if admitted)	\$250 + 30% after deductible



Pharmacy – Retail & Mail Order (CA Employees Only)



RETAIL PRESCRIPTIONS 30 DAY SUPPLY	Elements Choice HMO		
Calendar Year Prescription Drug Deductible: \$250 per person / \$750 per family (Applies to Tiers 2-4 Only)			
	In-Network Pharmacy Non-Network Pharmacy		
Tier 1a/ 1b – Generic	\$5 / \$20 copay	50% up to \$250 per Rx	
Tier 2 - Preferred Brand	\$50 copay 50% up to \$250 per Rx		
Tier 3 - Non-Preferred Brand	\$75 copay 50% up to \$250 per R		
Tier 4 - Specialty	30% up to \$250 per Rx 50% up to \$250 per Rx		
MAIL PRESCRIPTIONS 90 DAY SUPPLY	Elements Choice HMO		
	In-Network Pharmacy	Non-Network Pharmacy	
Tier 1a/ 1b – Generic	\$12.50 / \$50 copay	Not Covered	
Tier 2 - Preferred Brand	\$150 copay	Not Covered	
Tier 3 - Non-Preferred Brand	\$225 copay	Not Covered	
Tier 4 - Specialty	30% up to \$250 per Rx	Not Covered	







Elements Choice PPO \$6,000	In-Network: Prudent Buyer	Out-Of-Network
Deductible	\$6,000 Individual /\$12,000 Family	\$18,000 Individual / \$36,000 Family
Coinsurance	0%	50%
Out-Of-Pocket Limit	\$6,500 Individual / \$13,000 Family	\$19,500 Individual / \$39,000 Family
Preventive Care	No Charge	50%
Primary Care Physician	\$35 copay per visit	50% after deductible
Specialist Office Visit	\$60 copay per visit	50% after deductible
Urgent Care	\$35 copay per visit	50% after deductible
Hospitalization Inpatient / Outpatient 	0% after deductible	50% after deductible
Emergency Room (copay waived if admitted)	\$250 copay per visit	\$250 copay per visit



Pharmacy – Retail & Mail Order (Outside of CA Only)



RETAIL PRESCRIPTIONS 30 DAY SUPPLY	Elements Choice PPO		
Calendar Year Prescription Drug Deductible: \$250 per person / \$750 per family (Applies to Tiers 2-4 Only)			
	In-Network Pharmacy	Non-Network Pharmacy	
Tier 1a/ 1b – Generic	\$5 / \$20 copay	50% up to \$250 per Rx	
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Tier 3 - Non-Preferred Brand	\$225 copay	Not Covered	
Tier 4 - Specialty	30% up to \$250 per Rx	Not Covered	





Medical – Anthem Employee Contributions*



	Elements Choice HMO \$3,000 (CA Employees)	Elements Choice PPO \$6,000 (Employees Outside of CA)
Employee only	\$0.00	\$0.00
Employee + spouse	\$244.72	\$314.46
Employee + child(ren)	\$163.13	\$209.64
Employee + family	\$428.25	\$550.29

*Contributions are based on Semi-Monthly (24 paychecks)



Using your health plan





Register on anthem.com/ca



Register at <u>www.anthem.com/ca</u> and also download Sydney, Anthem's mobile app to get personalized information online and on the go.

Use the self-service tools to:



Find a doctor.



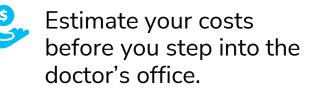
Update your email address for fast, easy access to plan information you need.



Check the price of a drug or refill a prescription.



Take a health assessment to get tips for staying healthy.





View your claims and EOBs before you pay your bills.



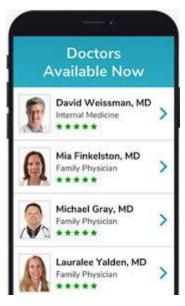
Members must successfully complete the registration via Anthem's website before they can download the mobile app, Sydney Health. The same credentials (username and password) used to register on Anthem's website will be used to access the mobile app. Members are not automatically registered or signed up for Sydney Health upon enrollment to Anthem plans.



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See a Doctor or Therapist online 24/7 at your convenience.

- Have a private online visit with a board-certified doctor or licensed therapist on your smartphone, tablet or computer with a webcam.
- Avoid long drives and waiting rooms. Plus, your online visit costs as little as no charge for your Primary Care Doctor / Specialist \$50 for HMO / \$60 for PPO
- Doctors can review your health history, answer questions, assess your condition and issue prescriptions.
- Download the app and sign up at <u>livehealthonline.com</u>









24/7 Nurseline



24/7 NurseLine serves as your first line of defense for unexpected health issues. You can call a trained, registered nurse to decide what to do about a fever, give you allergy relief tips, or advise you where to go for care. A nurse is always available to help answer your questions. A registered nurse can:

- Help you find doctors, hospitals, and specialists in your area.
- Give you referrals to LiveHealth Online, an option for care that allows you to have a video visit with a board-certified doctor.
- Enroll you in health management programs for certain health conditions.
- Remind you about scheduling important screenings and exams, including dental and vision checkups.
- Provide guidance during natural catastrophes and health outbreaks.
- Offer links to health-related educational videos or audio topics.
- To talk to a nurse call (800) 337-4770.





Condition Care



• Get support from a dedicated nurse team if you have:



Asthma



Diabetes



- Chronic obstructive pulmonary disease
- Work with dietitians, health educators and pharmacists to reach health goals and feel better.
- Condition Care Program at: (866) 962-0957





Dental





Dental PPO Plan



This plan covers you for both in and out-of-network dental care. To make sure you're getting in-network prices, see providers in the Anthem Dental Complete Network, one of the nation's largest networks! Once you've met your deductible, your dental benefits kick in and help you pay for the dental care you or your family needs.

Dental Essential Choice	Network: Dental Complete		
	In-Network	Out-of-Network	
Calendar Year Maximum	\$1,500	\$1,500	
Calendar Year Deductible (Individual/Family)	\$50 (3x individual)	\$150 (3x individual)	
Preventive and Diagnostic (Oral Exam, X-Rays, Basic Cleanings, Fluoride, Sealants)	100%	80%	
 Basic Services Fillings (amalgam or composite) Endodontics Periodontics (deep cleanings non-surgical) Oral Surgery (simple & complex extractions) 	80%	70%	
Major Services (Crowns, Inlays, Veneers, Dentures, Bridges)	50%	50%	
Orthodontia (Adults & Children)	50% to \$1,500 Lifetime Max	50% to \$1,500 Lifetime Max	





	PPO Essential Choice	
Employee only	\$0.00	
Employee + spouse	\$19.98	
Employee + child(ren)	\$30.24	
Employee + family	\$45.24	

*Contributions are based on Semi-Monthly (24 paychecks)



Vision





Vision



As a Blue View Vision plan member, you have access to one of the nation's largest vision networks. You may choose from many private practice doctors, local optical stores, and national retail stores including LensCrafters®, Target Optical®, and most Pearle Vision® locations. You may also use your in-network benefits to order eyewear online at Glasses.com and ContactsDirect.com.

Blue View Vision	In-Network	Out-Of-Network	Frequency
Exam	\$10 Copay	Reimbursed up to \$42	Every 12 months
Lenses Single Bifocal Trifocal	\$25 Copay \$25 Copay \$25 Copay	Reimbursed up to \$40 Reimbursed up to \$60 Reimbursed up to \$80	Every 12 months
Frames	\$150 allowance, 20% off remaining balance	Reimbursed up to \$45	Every 12 months
Contact Lenses: Elective Conventional (non-disposable)	\$150 allowance, 15% off remaining balance	Reimbursed up to \$105	
Elective disposable	\$150 allowance,	Reimbursed up to \$105	Every 12 months
Non-Elective (Medically Necessary)	100%; covered in full	Reimbursed up to \$210	





	Blue View Vision
Employee only	\$0.00
Employee + spouse	\$3.25
Employee + child(ren)	\$3.42
Employee + family	\$6.67

*Contributions are based on Semi-Monthly (24 paychecks)



Life Insurance





Basic life and AD&D



You are automatically enrolled in Basic Life Insurance and AD&D (Accidental Death & Dismemberment) Insurance at no cost to you. HSP pays 100% of the premium. This benefit is provided through Anthem Blue Cross.

Your Coverage

- Basic Life Insurance Benefit: **\$25,000**
- Accidental Death & Dismemberment Benefit: **\$25,000**
- Living Benefit: Your basic life insurance benefit can be paid while you are living, if you are terminally ill with less than 12 months to live.
- Benefits after age 65:
 - Reduces by 35% at 65
 - Reduces by 50% at age 70
 - All benefits end upon termination





Make sure to keep your beneficiaries up to date!

Supplemental Life and AD&D



- Employee Paid; Premium for employee and spouse life is based on Employee's Age
- Non-Taxable benefit paid to your loved ones
- The Supplemental Life and Supplemental AD&D must be matching amounts of coverage. The Supplemental AD&D will be automatically included at the same coverage amount.
- In order to enroll your spouse or child(ren), you, as the employee, must enroll in the Supplemental Life/AD&D program.

	Benefit Amounts	Guarantee Issue
For Yourself	You may purchase Life Insurance for yourself in increments of \$10,000 up to a maximum of \$300,000, or 5 times annual earnings, whichever is less.	\$100,000
Spouse	You may purchase Life Insurance for your spouse in increments of \$5,000 up to a maximum of \$150,000. Amount not to exceed 50% of Employees Benefit.	\$30,000
Children	You may purchase Life Insurance for your children in increments of \$5,000 to \$10,000. Coverage begins on the 15 th day following birth and terminates at age 26.	\$10,000



Supplemental Life – Evidence of Insurability



Evidence of Insurability (EOI) is part of the application process for the Supplemental Life for an employee, spouse and domestic partner.

What is Guaranteed Issue Amount?

Guaranteed Issue Amount is the amount of coverage you can elect without answering any medical questions or taking a health exam. **Guaranteed Coverage is only available during your Initial Enrollment**. If you apply for coverage that is above the Guaranteed Issue Amount, **OR** if you are applying for coverage after 31 days after you became eligible, you must fill out a Medical Evidence of Insurability form (EOI).

What are the Guarantee Issue Limits? (for newly eligible employees only)

You must complete and submit an evidence of insurability form and Anthem must approve any amounts above the Guaranteed Issue amount in writing. Proof of Insurability is required for Optional Life Insurance amounts in excess of:

- \$100,000 for Employee
- \$30,000 for Spouse

All dependent child benefits are guaranteed issue. You may purchase coverage for your child(ren) in increments of \$5,000 up to \$10,000 with no medical underwriting.

No Life Benefit Amount in <u>excess</u> of the Guaranteed Issue Amount shall become effective prior to Anthem's approval. Amounts over the guarantee issue amount will be effective 1st of the month following Anthem's approval, if approved.



Voluntary Life – Employee Contributions*



Voluntary Life - Anthem		Life	A D & D	Total
Employee & Spouse Rate Per \$1,000				
Age < 25 - 29		\$0.054	\$0.020	\$0.074
Age 30 - 34		\$0.068	\$0.020	\$0.088
Age 35 - 39		\$0.098	\$0.020	\$0.118
Age 40 - 44		\$0.152	\$0.020	\$0.172
Age 45 - 49		\$0.235	\$0.020	\$0.255
Age 50 - 54		\$0.373	\$0.020	\$0.393
Age 55 - 59		\$0.583	\$0.020	\$0.603
Age 60 - 64		\$0.853	\$0.020	\$0.873
Age 65 - 69		\$1.4 12	\$0.020	\$1.432
Age 70 -74		\$3.254	\$0.020	\$3.274
Age 75+		\$7.886	\$0.020	\$7.906
Spouse Voluntary Life Rates are based on Employee's Age				
Spouse Voluntary AD&D Rates same as Employee				
Child Life Rate per \$1,000 Benefit		\$0.210	\$0.020	\$0.230

*Rates shown are monthly



Supplemental Pay Program

Do you already have medical coverage through another source?

You may be eligible for HSP's Supplemental Pay Program!

HSP's Supplemental Pay Program is designed for employees who already have medical coverage.

You are eligible for HSP's Supplemental Pay Program if you have medical coverage from another source,(i.e., spouse group coverage, medicare, medical, etc.),will decline MEDICAL coverage through HSP, and complete a health certification form.

Under this program, HSP pays a taxable stipend of \$150/month (\$75 per pay period) for eligible employees.

To be eligible for this Benefit you must:

- Waive only MEDICAL Coverage through ADP. You could enroll in dental and vision benefits
- Request a Health Insurance Certification form by emailing <u>belonac@hsp-inc.com</u>
- The form will be sent to you to complete through DocuSign.
- Certify your current coverage (individual plans do not qualify for stipend).



401(k) Savings Plan



40l (k) Savings Plan

Part of HSP's benefit package is your ability to participate in the 401(k) Retirement Plan, administered by ADP. Your 401(k) plan allows you to set aside a portion of your salary to save for your retirement. This money is contributed through payroll deductions on a pre-tax basis, which lowers your overall taxable income. The funds you save can be allocated into a variety of investment funds that have different levels of risk.

> If you need assistance please contact ADP participant service team at 800-695-7526

40l (k)Plan:

- You are eligible after a year of service or greater and have worked 1000 hours or more within the year.
- Enrollment dates are monthly after meeting the eligibility requirements
- Once eligible you will receive a notice from ADP with instructions on how to enroll via mail
- HSP providers competitive options. HSP will match 100% on the first 3% of employees' contributions and a 50% match on contributions made between the 4th and 5th percent
- Important to take advantage of the matching dollars that HSP offers towards your retirement

Employee Resources





Travel Assistance Program



Travel Assistance is there for employees even when they're far from home. Available for business or leisure travel when employees and their dependents are on any single trip, up to 90 days in length, more than 100 miles away.



Medical

Employees can connect 24/7 with a multilingual assistance coordinator who can help them access:

- Doctor referrals
- Medical monitoring
- Medical transportation
- Prescriptions
- Transportation of remains
- 24/7 nurse help line

24/7 help is a phone call away

If you need help when you're away from home or tips before you travel, you can reach GGA 24/7:

- By phone from the U.S. and Canada: 866-295-4890
- By phone from other countries: 202-296-7482 (call collect)



Safety

In the event of a medical emergency, a natural disaster, or a political upheaval, Travel Assistance staff can arrange:

- Evacuation to a hospital or nearest safe haven location
- Lodging at the safe haven location
- Travel arrangements to home



General travel

Travel Assistance staff can also assist with:

- Pre-trip travel services
- Lost travel documents
- Legal consultation and referrals



Employee Assistance Program



Your Anthem Employee Assistance Program is available for you and those in your household at no extra cost. The program can help with everyday issues like parenting or work-life balance, as well as mental health concerns. You have two employee assistance programs to use. One is included if you are enrolled in an Anthem medical plan and the other is included with your life insurance.

You receive up to three visits per issue either in-person or virtual visits through LiveHealth Online with your medical plan and three visits per issue either in-person, phone, or video consultation with your life insurance plan.

- **Counseling** you and your family can speak to a counselor anytime, day or night.
- **Legal** you can get a consultation with an attorney at no charge.
- Will Preparation you'll get access to interactive tools that guide you through questions and answers about your situation and then creates a will just for you.
- **Financial Planning** help with managing your personal finances with one-on-one financial counseling with a certified financial planner.
- Identity Theft Victim Recovery Services you can count on a fraud resolution specialist who will be your personal advocate for one year. The specialist will work with creditors, collection agencies, and credit reporting agencies.
- **24/7 support:** Resource Advisor toll free: (888) 209-7840 or visit <u>ResourceAdvisorCA.anthem.com</u> or <u>anthemEAP.com</u> (for those enrolled in medical plans).



BenefitHub

BenefitHub provides discounts to many things. With thousands of brands and the best deals in the country, employees can find whatever they want right here. No need to go to other sites to look for a better deal. Free up your time and save money – what's not to like?

- Provides access to thousands of amazing discounts
- Deals on travel, hotels restaurants, shopping, family care, fitness and much more
- Easy-to-use online marketplace

It's easy to access and start saving!

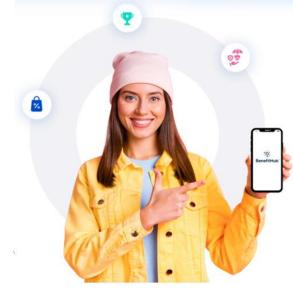
BenefitHub

- Visit <u>https://staffing.benefithub.com</u>
- Create an account
- Referral Code IG6QY1
- Start saving!





Questions? Call (866) 664-4621 or email customercare@benefithub.com



Next Steps





Things to Consider

- Visit our Benefits Portal <u>hsp-ladph.mybenefitsapp.com</u>
- You will be required to log in to ADP to either confirm yourC benefits, decline your benefits or make a change to your benefitsC for the 2023-2024 plan year.
- Please ensure your beneficiary information is up to date for your Life/AD&D insurance.
- Mid-Year changes are not allowed unless a qualifying family status change occurs







Thanks...

Now Let's Enroll.

HSP INC.

HEALTHCARE / IT / ADMIN/ FINANCE / SCIENCE / ENGINEERING / RESEARCH / EDUCATION

VIEW ALL JOBS





hsp-ladhp.mybenefitsapp.com