

October 15, 2021

**RE: City Subsidies for Half-Time Employees and October 2021 Open Enrollment**

Dear LAwell Benefits Program Member,

As you are aware, the City of Los Angeles provides a subsidy towards your LAwell benefit coverages if you continually meet the following eligibility criteria for half-time employees each pay period:

- 1) remain actively employed in a LAwell eligible job classification;
- 2) make payroll contributions to a LACERS retirement as an eligible member; and
- 3) receive a minimum of 20 hours of compensation each pay period (any combination of hours worked, vacation, holiday, sick, etc. paid to you on your bi-weekly paycheck).

On September 1, 2020, the Personnel Department issued a memo regarding “Half-Time Employee Benefits During COVID-19 Response.” This memo temporarily suspended the minimum compensation requirement for half-time LAwell members beginning March 2020 in response to the COVID pandemic. As of the date of this letter, the temporary suspension of minimum compensation requirements for half-time employees is still in effect and no plans have been made to end the suspension. Any change to the temporary suspension will be communicated in advance to half-time LAwell members prior to it becoming effective.

As you consider your benefit elections during this year’s Open Enrollment, which is taking place during the month of October 2021, please be aware that, at whatever point in time the compensation requirements are reinstated, you will be required to pay the cost of the subsidy if you are not working sufficient hours. Further, you will not have the option to change your coverage at that time unless you experience a qualifying life event.

Recently, you should have received your LAwell Benefits Program 2022 Open Enrollment Personalized Benefit Statement and 2022 Choosewell Enrollment Guide. **Please review your 2022 LAwell benefit options and costs carefully** to ensure your elections are appropriate for your circumstances. The coverages you select now for 2022 will remain in effect for the entire calendar year of 2022. You cannot make changes to your 2022 coverage unless you experience a qualifying life event.

*Continued on reverse*

## **How to Enroll / Make Changes**

Make your LAwell elections or changes by phone or online by October 31, 2021 as follows:

- Phone: Call the LAwell Benefits Center at 833-4LA-WELL (833-452-9355) Monday to Friday from 8:00am to 5:00pm PST. Extended phone hours are provided on Saturday, October 30th & Sunday, October 31th, from 8:00 a.m. to 7:00 p.m.
- Web: Go to [keepingLAwell.com](http://keepingLAwell.com) and log in to your Benefits Central Portal employee account, 24 hours a day/7 days a week.

## **Review Your Confirmation Statement**

You will receive a confirmation statement in the first week of November through USPS mail and also posted online on your Benefits Central Portal employee account. Review your statement for accuracy and report corrections by November 19, 2021 to the LAwell Benefits Center at 833-4LA-WELL (833-452-9355) Monday to Friday from 8:00am to 5:00pm PST.

Thank you for your participation in the LAwell Program.