

Joint Labor-Management Benefits Committee (JLMBC) COMMITTEE REPORT 24-11

Date: February 1, 2024
 To: JLMBC
 From: Staff
 Subject: **Human Resource and Payroll (HRP) Update**

JLMBC MEMBERS:

Management
Dana Brown, Chairperson
Tony Royster, First Prov. Chairperson
 Matthew Rudnick
 Matthew Szabo
 Holly Wolcott

Employee Organizations
Jenita Igwealor, Vice-Chairperson
Marleen Fonseca, Second Prov. Chairperson
 Chad Boggio
 Esteban Lizardo
 Lisa Palombi

This report provides a routine update on staff’s ongoing efforts and participation in the HRP Project transition. This report will also discuss the potential direct and indirect impacts on staff and participants of the LAwell program by the planned Project transition.

DISCUSSION

A. Background

JLMBC Updates

Staff previously brought the following updates to the JLMBC regarding the progress of the HRP Project transition:

JLMBC Meeting & Report No.	Summary of update
November <i>Report 23-41</i>	Update on testing; Citywide update on project’s “go live” extension to June 2024 (ATTACHMENT 1)
September 7, 2023 <i>Report 23-26</i>	Update on End-to-End testing plan, Parallel testing, and mitigation plans for Go-Live in Nov/Dec 2023.
June 1, 2023 <i>Report 23-23</i>	End-to-End testing was in Cycle 2, but staff had yet to be assigned tests; Staff was bracing for an overlap between Open Enrollment and HRP testing.
April 6, 2023 <i>Report 23-17</i>	LAwell Program would be heavily involved with End-to-End testing scheduled to take place in four separate cycles. At that time, Cycle 1 had begun its testing efforts but was reported to be behind schedule
January 5, 2023 <i>Report 23-03</i>	Staff updated the JLMBC on its efforts to perform Unit Testing.
December 1, 2022 <i>Report 22-59</i>	HRP Phase 2 launch date was delayed one calendar year to December 2023

<p>October 6, 2022 <i>Report 22-45</i></p>	<p>Informed the JLMBC of numerous known problems with data transmissions which prevented employees from receiving LAwell benefit offers resulting from the May 2022 launch of the HRP system Phase 1; identified a plan to educate and attempt to mitigate the known problems.</p>
<p>May 5, 2022 <i>Report 22-20</i></p>	<p>Update on a meeting with staff from the Information Technology Agency (ITA) and Workday in the HRP Project Management Office (PMO) to discuss certain processes that could improve the payroll system transition for the LAwell Program.</p>
<p>November 4, 2021 <i>Report 21-34</i></p>	<p>HRP would change to a two-phase implementation project. As subsequently reported through City Council File 20-0313, Phase 1 was intended to launch in May of 2022 and Phase 2 was planned to launch in December 2022</p>
<p>August 5, 2021 <i>Report 21-22</i></p>	<p>Comprehensive update which identified a number of concerns with the project that was then planned to “Go Live” in December 2021. The concerns raised included: a) Concerns with overlap with Open Enrollment efforts; and b) Data Integrity between the transition of systems, among other items.</p>
<p>August 6, 2020 <i>Report 20-19</i></p>	<p>First identified HRP as a new project which was expected to occur over the next 18-24 months and would have a heavy impact on staff and the LAwell Program</p>

B. Current HRP Project Timeline

The HRP Project previously planned a “Go live” date for December 18, 2023. However, in November 2023, the HRP Project approved a six month extension and changed its “Go live” date to June 2024. The result of this extension has created a truncated timeline for all remaining/additional testing and an expanded timeline for its “Go live” launch period. It is the understanding of staff that the HRP project is attempting to complete all End-to-End testing and Parallel testing by the end of February 2024. The remaining timeline of March 2024 to June 2024 is intended to be used for the building and transitioning of systems.

Previously reported timeline

<p>HRP TIMELINE</p>	<p>Planned Parallel Testing</p>						
	<p>End-to-End testing</p>						
<p>2023</p>	<p>JUNE</p>	<p>JULY</p>	<p>AUGUST</p>	<p>SEPTEMBER</p>	<p>OCTOBER</p>	<p>NOVEMBER</p>	<p>DECEMBER</p>

Currently planned timeline

HRP TIMELINE	Parallel Testing (Cycle 2)			Transition/Build			Go Live JUNE 16th
	End-to-End testing						
2023/ 2024	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE

As of the date of this report, staff are still involved in both End-to-End and Parallel testing processes to varying degrees. Further information on testing is outlined below.

C. Updated Impact

Testing

As previously reported to the JLMBC at its November meeting, staff planned to execute one cycle of End-to-End testing which was expected to be executed before the end of October, when all testing was identified to be completed. End-to-End testing is the transactional testing of an action from start to finish. For example, an End-to-End test might include the creating, sending, and successful loading of a single data file from one system to another. Another example of an End-to-End test might include employment changes of an employee such as an employee beginning an unpaid medical leave and ensuring that the correct data is recorded and the correct actions result from the recorded data.

With the extension of “Go Live” to June 2024, staff was able to discuss and agree to multiple cycles of End-to-End testing to be completed in the additional time. The new testing plan includes multiple rounds of testing cycles but will require different sets of data staging to be completed at various times between testing file transmission. Data staging is when data records are created and/or manipulated to emulate certain components which are intended to trigger certain expected results. Staff has asked that a series of employment transactions, such as hiring, promoting, and terminating employees, be staged cleanly so that staff and the LAwell Program’s vendor TELUS can test and validate the data transmitted on the file and then test the return of the appropriate coding.

- Example. A newly hired employee who meets all LAwell eligibility requirements should correctly, and clearly, be identified as such on the outbound data file to TELUS. Once TELUS receives that data, the system would generate a new hire benefits offer for the employee to elect. Once the employee elects coverage, a series of payroll codes would be sent to the City on the inbound payroll file to tell the system what deductions to take from payroll and what subsidy or other taxable amount to report for the employee.

In this example, the City/HRP team would need to stage data reflecting a brand new employee being hired into a benefits eligible job classification, working required hours, and being a contributing LACERS member. In turn, TELUS would need to stage benefit elections.

As of the date of this report, End-to-End testing has progressed slowly, with the required data staging being the most complicated and time consuming factor to tackle. The most recent cause of End-to-End testing delay has been due to changes in test environment access for all users. The Workday system has over nine different test environments. The testing work that LAwell/benefits performed had, to date, been exclusively performed in one specific environment. Staff were told that the testing work needed to migrate to a different environment. That process stopped all testing work for multiple weeks. The completed environment migration resulted in unexpected changes to already completed work. Staff have been actively working with ITA/HRP to fix the items that were unexpectedly altered resulting from the migration.

In addition to End-to-End testing, staff have also been active in Parallel testing. Parallel testing is the one-for-one testing of data in the current system compared to the new system. For Parallel testing, the HRP team took raw data from the PaySR system which represented a specific payroll cycle and loaded it to the Workday system. A series of reports was generated providing the results of the data load, and City department testers were then required to evaluate the discrepancies in the reports. The original plan was to have one cycle of Parallel testing before “Go live.” However, with the extension of the launch date, an additional cycle of Parallel testing was added. Staff began cycle two of parallel testing at the end of January and expects to continue through the month of February.

In all testing efforts (End-to-End and Parallel) the most tangible discussion piece is the successful testing of data transmission between the City and TELUS. The following outlines the files feeds between these two systems and their testing status:

File/Report	Description	Status	Notes
Payroll Close “full file” Outbound to TELUS (INT075)	Sent at the end of each payroll close file. Contains everything used to make LAwell offers and other actions	Pending ITA/HRP	The draft file created was altered during migration to a new test environment, and needs to be fixed.
Daily update file Outbound to TELUS (INT075)	Sent daily with regular changes. Currently acts to update address and employment changes	Pending “full file” (INT075) completion	Requested as part of the Go Live extension, but testing is dependent on “fix” to full file.
Payroll File - Ongoing Inbound from TELUS (INT 073)	Payroll files are sent to the City after TELUS receives a full City Payroll file	Pending “full file” (INT075) completion	

Payroll File - FULL Annual Enrollment file Inbound from TELUS	The annual enrollment “Full File” of all transactions	Marked as complete	HRP team took last year’s Payroll file, loaded and tested it themselves. EBD did not test.
Deductions/Subsidy Not Taken Outbound to TELUS		Pending load of INT 073 and run of a payroll cycle	
Various reports	Many reports are created in reaction to Payroll load and other actions related to payroll cycle function	Pending relevant action(s).	

Staff will provide further updates to the JLMBC at its next meeting.

Staff System Training

In preparation for launch, the HRP Project team has created a number of City-wide training seminars for employees to learn how to use the Workday system. These trainings mostly cover general items that would apply to employees across multiple departments such as submitting time sheets and managing vacation requests. These City-wide training sessions are publicly posted at the HRP google site: <https://sites.google.com/insidela.org/hrp/training-and-resources/phase-2-live-training?pli=1>. Staff have taken these training sessions and will continue to take future sessions, when available.

However, the Employee Benefits Division staff will have much greater access to Workday system information than an average City employee. Staff will have a regular daily need to access multiple sections of the Workday system that most other City employees will not be able to view. Recently, the HRP Project team indicated an ability to potentially develop training materials that will cater directly to the needs and use of the Employee Benefits Division and the needs of administering the LAwell Program. The HRP is reviewing our request and will discuss at a later date on what types of materials can be developed.

In an effort to best prepare, staff have begun development of its own training materials and holding detailed training sessions for Employee Benefits Division staff to learn the new system in relation to their unique use of the system to perform daily job duties. These trainings will progress slowly and multiple training components may not be able to be covered until later in 2024 after the End-to-End and Parallel testing have been completed and when large scale changes to the Workday system are less likely to occur. Staff are taking every cautionary step possible to ensure that all Employee Benefits Division staff are fully trained, knowledgeable, and experienced with the Workday system before the planned go live date in June 2024.

Submitted by:

Paul Makowski, Chief Benefits Analyst

Date: November 2, 2023
 To: JLMBC
 From: Staff
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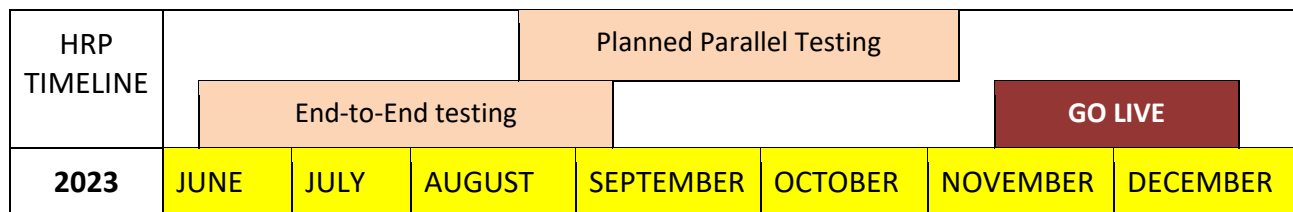
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	Phase 1; Identified a plan to educate and attempt to mitigate the known problems.
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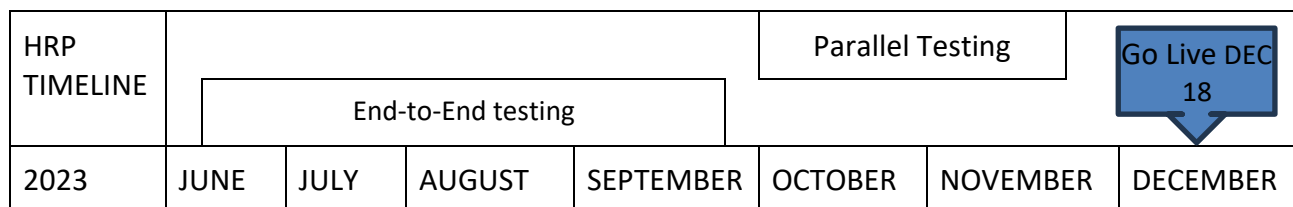
B. Current HRP Project Timeline

The HRP Project remains on a similar timeline as previously reported to the JLMBC, with some minor adjustments. The “go live” date was formally announced as December 18, 2023.

Previously reported timeline



Currently planned timeline



As of the date of this report, Parallel Testing is still in progress. No further information about Go Live or the plan to transition, any applicable black out period, and information as to how LAwell file feeds will be impacted by the announced go live date of December 18, 2023, has been provided to staff.

C. Updated Impact

Testing

As previously reported to the JLMBC at its September meeting (Attachment A), staff had planned to execute one cycle of End-to-End testing which was expected to be executed before the end of October, when all testing was identified to be completed. As of the date of this report, no testing has been completed. Staff continually encountered problems with initiating the test sequence and needed to wait for those problems to be resolved so testing could begin. Those problems have since been addressed, and staff is working to commence testing and is actively working with the HRP team to find a path for completing this testing cycle before the December 18th Go Live date.

The following outlines the files feeds and testing status:

File/Report	Description	Status	Notes
Payroll Close “full file” Outbound to TELUS (INT075)	Sent at the end of each payroll close file. Contains everything used to make LAwell offers and other actions	Pending ITA/HRP	The current file generated is being reviewed for accuracy and ability to use for testing objectives
Daily update file Outbound to TELUS (INT075)	Sent daily with regular changes. Currently acts to update address and employment changes	N/A	Not in the testing plan. Being requested, but testing not likely to occur
Payroll File - Ongoing Inbound from TELUS (INT 073)	Payroll files are sent to the City after TELUS receives a fill City Payroll file	Pending “full file” (INT075) completion	
Payroll File - FULL Annual Enrollment file Inbound from TELUS	The annual enrollment “Full File” of all transactions	Marked as complete	HRP team took last year’s Payroll file, loaded and tested it themselves. EBD did not test.
Deductions/Subsidy Not Taken Outbound to TELUS		Pending load of INT 073 and run of a payroll cycle	
Various reports	Many reports are created in reaction to Payroll load and other actions related to payroll cycle function	Pending relevant action(s).	

Staff will provide further updates to the JLMBC at its next meeting.

Workday Data Issues

As previously discussed with the JLMBC on multiple occasions, many employees - but primarily newly hired employees - have experienced delays in receiving a LAwell benefits offer due to data transmission issues with Workday. The primary cause still occurring is due to an incomplete on-boarding Workday process by either employees or Human Resources personnel that results in employee demographic data not being passed to the City's Payroll system and, ultimately, to the LAwell Program. Currently, staff are only able to discover these occurrences via employee self-identification. Once discovered, staff can then instruct employees and/or their respective HR on how to correct the Workday issues. In attempt to be more proactive than reactive, staff are taking the following actions:

1. Call Triaging

When an employee's data in Workday is not completed/approved and not passed to City Payroll and LAwell Program, no account is created in the LAwell system. The employee cannot log in, or take any action in the LAwell system, and the LAwell Call Center has no record of the employee existing.

Up until recently, the LAwell Call Center has been providing general information in this situation since they do not have anything data about the employee. In these cases, general information would be to refer the employee to their Human Resources section. However, this has caused a bad customer service experience in multiple cases because the employee does not have sufficient detail to understand the problem and their Human Resource section may equally not understand or know how to resolve the issue.

Solution. The LAwell Call Center has changed its practice with call handling for employees who call inquiring about their benefits offer and do not exist in the LAwell system. If an individual identifies that they have already received their first paycheck and the LAwell Call Center does not have record of the employee the LAwell Call Center will then flag that employee for research which, in most cases, will get referred to City Hall staff who can look up the employee account on Workday and provide direct and detailed information to the employee and their Human Resources section on what steps to complete in Workday. In some cases, City Hall staff may need to direct the Human Resources section to put in a ticket with ITA to resolve the data issue with Workday.

This change will add additional time - and in most cases additional days - to call handling, but staff believes this method is the best path to most efficiently resolve the complex problems that are occurring with Workday.

2. Citywide Email Notice

As reported previously to the JLMBC, staff developed a Workday Onboarding handout (**Attachment A**) which it provided to Human Resource sections Citywide for their use with new employees, and for employees who are encountering "onboarding" issues. This handout is also included on the KeepingLAwell.com website for New Employees at: <https://www.keepinglawell.com/new>.

Solution. Although staff has been consistently using and advertising this handout, it is proving to not be effective. Therefore, EBD took a different approach to passing on this information and attempting to create a uniform and consistent message. A Citywide email was recently sent which provided a new handout (Attachment B) that covers everything a new hire or transferred employee would need to know about their benefits and Workday. The intention is for everyone to receive the same message, and to have Human Resource sections remove old material and replace with the newest “LAWell Benefits” information piece. Staff understands that it will take some time to change practices across all City departments, but it will continue to explore methods and options to ensure consistency in the messaging to all employees.

Submitted by:

Paul Makowski, Chief Benefits Analyst

Most civilian employees received Medical, Dental, Vision, Life, Disability, and other insurance benefits through the City's LAwell Employee Benefits Program. Visit KeepingLAwell.com or call 833-4LA-WELL (833-452-9355) for all details.

To receive an LAwell Program benefits offer, you must complete new employee onboarding in Workday and meet all LAwell Program eligibility requirements.

When to Enroll

You can enroll into LAwell Program benefits **during the week you receive your 1st paycheck** – as long as you meet all LAwell Program eligibility requirements and complete new employee onboarding in Workday. You do not need to wait until you receive your new employee benefits package to enroll.

How to Enroll



Log into your Benefits Central Portal account at keepingLAwell.com/new



Or



Call 833-4LA-WELL (833-452-9355) Monday through Friday 8 a.m. to 5 p.m.

Note: If you are not able to make new hire elections the day you receive your first paycheck (approximately 3 weeks after your start date) please email LAwell City Hall Staff at per.empbenefits@lacity.org or call 213-978-1655.

Effective the Day You Enroll

As a new hire, your LAwell Program **benefits are effective the day you enroll** if:

- You meet all LAwell Program eligibility requirements
- You complete new employee onboarding in Workday
- You complete the enrollment process

Deadline to Enroll

You must make your elections (or enroll into Cash-in-Lieu if you have eligible health coverage) within 60 days of the date on your LAwell Program benefits offer (as listed on your Personalized Benefits Statement). **If you do not enroll by the deadline, you will be defaulted into the employee only benefits specified on your Personalized Benefits Statement.**

**This guide refers to New Employees as employees who are newly eligible for LAwell benefits. In general, current employees receiving LAwell benefits who promote or transfer are not considered new employees and may only make changes to their LAwell benefits during Open Enrollment or if they experience a qualifying life event. Employees who "transfer" from Department of Water and Power and sworn employees of LAPF or LAFD who become civilian are considered "New Employees" and will only become eligible for benefits in accordance with this guide.*

LAwell Program Benefits Offer

As a New Employee, your LAwell Program Benefits offer will consist of a package including:

- A **New Hire Enrollment Guide**, containing all rules and details of benefit options
- A **Personalized Benefits Statement**, providing your personal calculated costs and required actions for the benefits available to you.

This package will be mailed to your home address on your personnel record. You do not need to wait for your package to come in the mail. You can view these items online by logging into your Benefits Central Portal account. Visit keepingLAwell.com/new for details.

Complete the Enrollment Process

Your **benefits are not effective until you fully complete enrollment**, which requires making elections and agreeing to terms and conditions.

Once you complete your enrollment, a confirmation statement will be generated that records your elections, their effective date, and any required actions you need to complete to keep your benefit elections. In general, the following will occur:



You will have **15 days** from the date on your confirmation statement **to make any corrections** to your benefit elections by contacting the LAwell Benefits Service Center. After this correction window ends, you will only be able to make benefit changes during Open Enrollment (October 1-31 of every year) or if you experience a qualifying life event.



You will have **60 days** from the date on your confirmation statement **to submit any required documentation**, inclusive of birth/marriage certificates and other documents

NEW EMPLOYEE/TRANSFER*

How to Submit Required Documentation

Some election actions, such as adding dependents to coverage, require submission of supporting documentation



Online

Log into the **Benefits Central Portal** and select the "upload my documents" tile.



Email or Fax

Per. [empbenefits@lacity.org](mailto:per.empbenefits@lacity.org)
Fax: 213-978-1623



Mail

LAwell Benefits Service Center
PO Box 530477
St. Petersburg, FL 33747-4077

Default Coverage

If you make no elections by the deadline, you will be enrolled into default coverage. The Default Coverage is employee-only level of Medical, Dental, Vision, Life and Disability benefits as identified on your Personalized Benefits Statement.

LAwell Program Eligibility Information (For All employees: New Hires & Active)

Your eligibility for LAwell benefits is evaluated on a biweekly basis, each and every pay period as follows:

- **Minimum Compensated Hours** - You must have a minimum number of compensated hours (such as HW, SK, VC, etc.) based on your employment status as follows:
 - **Full-time employees** - at least **40 hours**
 - **Half-time employees** - at least **20 hours**
- **Retirement Contribution** - You must continue to be a contributing member to the **Los Angeles City Employee's Retirement System (LACERS)** or, if authorized by your Memorandum of Understanding, Los Angeles Fire and Police Pensions (LAFPP).
- **Eligible Employment Status** - You must remain in a job classification and employment type that is authorized to receive LAwell benefits.


Visit keepingLAwell.com/eligibility to learn about the requirements in detail.

Workday Onboarding (New Employee)

As a newly hired employee, you are required to complete specific actions in the City's Workday system as part of the 'Onboarding process'. This process will collect and verify your demographic and legal employment information, including information which is vitally required to be collected and verified to generate a LAwell benefits offer. **At minimum, your legal name, date of birth, gender, mailing address/contact information, and social security number or tax identification number must be collected and verified in Workday before a LAwell benefits can be offered.**

To complete on boarding in Workday follow these steps:

Step 1: Log into Workday. Log into your Workday in one of the following ways:

City Email- Google App		Visit the URL
Within your City-issued Gmail account, click the HRP application		https://www.myworkday.com/lacity

Step 2: Go to Your Inbox. Go to your Workday inbox by clicking the inbox icon in the upper right corner of your account, as shown below.

Step 3: Complete necessary Onboarding steps that have you provide your legal name, date of birth, gender, mailing address/contact information, and social security number or tax identification number.

Please note: This information may need to be provided via MULTIPLE steps. And you may need log into Workday over multiple days to complete all required steps. Consult with your Human Resource section about Workday onboarding. Visit keepingLAwell.com/onboarding for information.

Additional Information

- You may seek services after enrollment, but it is recommended that you wait until you receive your insurance card before seeking services.
- Your LAwell coverage costs and/or account contributions through payroll deductions will begin one to three pay periods from the date you enroll.
- Once your New Employee elections are finalized, LAwell benefit changes can only be made during our annual Open Enrollment (October 1-31) or through a qualifying Life Event. Learn more at keepingLAwell.com/changes.

Employee Assistance Program

All City employees eligible for LAwell are also able to access the Support Plus Employee and Family Assistance Program, which provides free counseling support to each employee and every member of their household. Visit keepinglawell.com/support-plus for more information.

California Healthcare Mandate (CHM)

Under the CHM, everyone is required to have medical coverage or pay a tax penalty; some exemptions apply. This is called the personal healthcare mandate. If you enroll in LAwell medical benefits, you meet the personal healthcare mandate. If you plan to enroll in coverage through another plan, it's a good idea to confirm that other coverage meets CHM requirements for the personal healthcare mandate. To learn more, visit www.ftb.ca.gov/about-ftb/newsroom

Health Insurance Marketplace

New Health Insurance Marketplace Coverage Options and Your Health Coverage.

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on My Health Insurance Premium in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings Through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may

wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards.

If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.*

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution – as well as your employee contribution to employer-offered coverage – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact the Benefits Service Center at 833-4LA-WELL or keepingLAwell.com.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov or CoveredCa.com for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60% of such cost.

NEW EMPLOYEE/TRANSFER*

Health Insurance Marketplace...continued

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name City of Los Angeles		4. Employer Identification Number (EIN) 95-6000735	
5. Employer Address 200 N Spring Street, Room 867		6. Employer phone number 833-4LA-WELL (833-4	
7. City Los Angeles		8. State CA	9 Zip Code 90012
10. Who can we contact about employee health coverage at this job? Employee Benefits Division			
11. Phone number (if different from above) 213-978-1655		12. Email address Per.empbenefits@lacity.org	

Here is some basic information about health coverage offered by this employer:

As your employer, we offer a health plan to:

- All employees.** Eligible employees are: N/A
- Some employees.** Eligible employees are: Full-time, Permanent, Half-Time, and Temporary Employees who work qualifying hours

With respect to dependents:

- We do offer coverage.** Eligible dependents are: Spouse, Domestic Partners, and Children
- We do not offer coverage.**
- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.**

If you decide to shop for coverage in the Marketplace, HealthCare.gov or CoveredCa.com will guide you through the process. Above is the employer information you'll enter when you visit HealthCare.gov or CoveredCa.com to find out if you can get a tax credit to lower your monthly premiums.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

Other Benefits

- Compensated Time Off & Leaves

Employees accrue compensated time off (vacation, sick leave, etc.) and receive paid holidays in accordance with their Memorandum of Understanding (MOU) or other applicable provisions related to their employment. Visit cao.lacity.org/ MOUs for more information. All leaves of employment (including vacation, sick leave, Family Medical Leave, and any other applicable type) are administered by the Human Resources/Personnel section of the employee's Department.

- Retirement

Based on your employment type, you will be a member of one (1) of these different retirement plans:

- **LACERS** (Los Angeles City Employees' Retirement System)
- **Pensions** (Los Angeles Fire and Police Pension System - for sworn officers)
- **Pension Savings Plan (PSP)**

The City of Los Angeles Pension Savings Plan (PSP) is a retirement savings plan for all part-time, temporary, and seasonal employees who are not eligible to participate in one of the City's three defined benefit retirement plans. Employees eligible for the Pension Savings Plan are enrolled automatically and participation is mandatory.

IMPORTANT NOTE for PSP members: In order for a PSP member to access their account online, they must complete on-boarding in Workday.