*Exceptional service in the national interest*

Sandia National Laboratories

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U.S. DEPARTMENT OF ENERGY | NNSA National Nuclear Security Administration | Operated By LOCKHEED MARTIN

Sandia National Laboratories is a multiple-program laboratory managed and operated by Sandia Corporation, wholly owned subsidiary of Lockheed Martin Corporation for the U.S. Department of Energy's National Security Administration under contract DE-AC04-94AL85000.

Sandia National Laboratories is an Equal Opportunity Employer.

# HEALTH PROGRAM CHOICES & BENEFITS 2015

*for Non-Represented Employees*

Sandia National Laboratories

## MEDICAL

Employees have the choice of the Sandia Total Health Plan administered by UnitedHealthcare (UHC), Blue Cross Blue Shield of New Mexico (BCBSNM) or Kaiser Permanente (California only). The Sandia Total Health Plan administered by UHC and BCBSNM are available to employees and their eligible dependents nationwide.

The Sandia Total Health BCBSNM plan includes the Sandia Health Partner Network (SHPN). The SHPN has richer benefit options, including reduced premiums (see the chart on this page).

If employees elect medical coverage within the first 30 calendar days of hire, they will be covered from their first day of employment. Medical coverage changes may be made annually during the Open Enrollment period, with changes effective Jan. 1 of the following calendar year. Employees contribute a portion of the monthly premium for all medical programs through payroll deductions.

## DENTAL

The Dental Care Program is administered by Delta Dental and is available to employees and eligible dependents. Coverage is provided at 100% for preventive care from network dentists, 80% for basic and restorative services, and 50% for major and orthodontic services ($1,800 lifetime maximum per person). Participants pay a $50 individual annual deductible (with a $150 family maximum) for expenses other than preventive. The annual calendar maximum for all expenses is $1,500 per participant (except orthodontic).

If employees elect dental coverage within the first 30 calendar days of hire, they will be covered from their first day of employment. Dental coverage changes may be made annually during the Open Enrollment period, with changes effective Jan. 1 of the following calendar year. Employees contribute a portion of the monthly premium for dental coverage through payroll deductions.

## VISION

The Vision Care Program is administered by Davis Vision. If employees elect vision coverage within the first 30 days of hire, they will be covered from their first day of employment. Vision coverage changes may be made annually during the Open Enrollment period, with changes effective Jan. 1 of the following calendar year. Employees contribute a portion of the monthly premiums for vision coverage through payroll deductions.

Employees and enrolled eligible dependents are covered for eye exams and lenses once every 12 months and frames once every 24 months.

## FLEXIBLE SPENDING ACCOUNTS (FSA)

Employees are eligible for enrollment in a Healthcare FSA which allows payment for certain healthcare expenses and a Day Care FSA which allows payment for certain dependent care expenses, both on a pre-tax basis. Employees working in California are also eligible to enroll in a Transportation Spending Account (TSA) to cover work-related commuter expenses.

## PAID TIME OFF[1]

**Vacation** – Sandia offers generous paid vacation. Regular full-time employees earn vacation initially at a rate of 10 hours per month; at 10 years of service, 144 hours of eligibility on October 1 of each year with 12 hours accrued per month; at 15 years of service, 168 hours of eligibility on October 1 accrued at 14 hours per month; and at 20 years or more of service, 192 hours of eligibility on October 1 accrued at 16 hours per month. Vacation hours are accrued on a semi-monthly basis. A maximum of 240 hours can be accumulated in an employee's leave balance at any time.

**Holidays** – Employees receive 11 paid holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Winter Shutdown (6 days), and Sandia's observance of an Energy Conservation Day (date varies from year to year).

**Sickness Absence** – Full-time employees are eligible for up to 1,040 hours of sickness absence at full pay for illnesses and non-work related injuries.

## OTHER PAID TIME OFF[1]

Sandia offers the following additional options for paid time off (at the discretion of the employee's manager):

**Personal Absence** – Non-represented employees may charge up to 56 hours per fiscal year to take care of personal matters, including children's academic performance school meetings, new adoption/birth of a child, death in the immediate family, care of family member for serious illness or injury, attending a relative's funeral, and unplanned personal emergencies.

## MEDICAL PROGRAM PREMIUMS - Monthly Premiums Effective January 1, 2015

| | Sandia Total Health - UHC and Kaiser | | | | Sandia Total Health - BCBSNM w/ SHPN | | | |
|---|---|---|---|---|---|---|---|---|
| **Medical program and family coverage tier** | Tier 1 <$50,000 | Tier 2 $50,001-$80,000 | Tier 3 $80,001-$130,000 | Tier 4 >$130,001 | Tier 1 <$50,000 | Tier 2 $50,001-$80,000 | Tier 3 $80,001-$130,000 | Tier 4 >$130,001 |
| **Employee only** | $54 | $79 | $103 | $126 | $50 | $73 | $96 | $118 |
| **Employee + child(ren)** | $97 | $142 | $185 | $227 | $90 | $132 | $173 | $212 |
| **Employee + spouse[2]** | $110 | $161 | $211 | $259 | $103 | $151 | $197 | $242 |
| **Employee, spouse[2], and child(ren)** | $156 | $228 | $299 | $367 | $146 | $213 | $279 | $342 |

Year Round Student Interns enrolling in Sandia Total Health pay the Tier 1 rates.
Your premium rate Tier is based on your salary as of January 1, 2015.
[1] These benefits vary by job classification
[2] "Spouse" includes same-gender spouses legally married in jurisdictions that recognize their marriages

| Dental Care Program Premiums | |
|---|---|
| **Employee** | $9 |
| **Employee plus one** | $17 |
| **Employee plus two or more** | $26 |

| Vision Care Program Premiums | |
|---|---|
| **Employee** | $1.50 |
| **Employee plus one** | $3.00 |
| **Employee plus two or more** | $4.00 |

## OTHER PAID TIME OFF[1] *Continued*

**Flextime** – Exempt employees who have accrued flextime may take compensatory time off with pay.

**Military Training** – Employees may charge 88 hours per fiscal year for military training.

**Miscellaneous** – Employees may charge for legally required activities, such as jury duty. Other civic-related activities, such as election duty or voting, may also qualify for paid time off.

## UNPAID LEAVE OF ABSENCE[1]

**Personal Leave** – To take care of urgent personal matters or to pursue an advanced degree.

**Child Care Leave** – For child care after the birth, adoption or placement in foster care of a child.

**Military Leave** – For service in uniformed military.

**Special Leave** – To perform an assignment with the government, another DOE contractor, or a university.

## DISABILITY PLANS

**Long-Term Disability** – Employees are automatically enrolled in Sandia's Long-Term Disability Plan starting their first day of employment. This plan pays up to 50% of an employee's base salary in the event of long-term disability due to an occupational or non-occupational illness or injury after exhausting sickness absence benefits or injury time. Sandia pays the entire cost of this plan. The plan provides for the possibility of continuation of pay, with benefits reduced by other sources of income (such as Social Security benefits).

**Long-Term Disability Plus** – Employees are eligible to enroll in the Long-Term Disability Plus Plan starting their first day of employment. This is an optional employee-paid plan that offers the convenience of payroll deductions. The additional benefit amounts (10% and 20%) are in addition to the 50% benefit provided by the company-paid Long-Term Disability Plan. No proof of insurability is required if the employee enrolls within the first 30 calendar days of hire.

To be eligible to receive benefits from this plan, the employee is subject to pre-existing condition limitations.

## SANDIA PAID LIFE INSURANCE

**Primary Group Term Life** – Sandia provides coverage equal to the employee's annual base pay plus eligible non-base earnings paid during the prior 12 months. Benefits are payable to employee-selected beneficiaries.

**Special Risk Accident** – Employees are eligible for $50,000 payable for accidental death or disability due to job-related special risks. Special risks include air travel, other modes of travel outside the U.S. and certain designated job assignments, such as work with high explosives or radioactive material.

**Job Incurred Accidental Death** – Sandia provides coverage equal to twice the employee's annual pay, less Worker's Compensation settlements, for death resulting from a job-related accident (subject to a maximum of $500,000).

## OPTIONAL EMPLOYEE-PAID INSURANCE

A number of optional employee-paid insurance coverages are also available to employees. These plans are offered at attractive group rates. No evidence of good health is required if the employee enrolls within a specified period. Eligible employees have 30 days to enroll starting on the first day you are an eligible employee and actively at work if you wish to be covered without having to produce evidence of good health. For qualifying events like marriage, birth, adoption, divorce, legal separation or annulments, death of a dependent or your dependent ceasing to qualify as a dependent you will have 30 days from the date of the change to make a request.

**Voluntary Term Life** – Life insurance equal to one to six times annual base pay plus eligible non-base earnings paid during the prior 12 months, rounded to the next higher $1,000 paid by employee at an additional group rate.

**Dependent Group Life** – Dependent Group Life coverage is available for your spouse or domestic partner up to $50,000 and for your dependent children up to $10,000.

**Voluntary Group Accident** – Accidental death and disability insurance is available ranging from $10,000 to $500,000, in $10,000 increments not to exceed an amount equal to 10 times base pay.

## RETIREMENT — 2 WAYS TO SAVE

**401(k) Savings Plan** – Employees may elect to contribute 2% to 25% of their eligible pay, subject to IRS limitations, on a pre-tax, after-tax or Roth 401(k) basis. Sandia will match 2/3 of the first 6% of the employee's contributions. Employee contributions and Sandia's 2/3 match contribution are vested immediately.

| Service | Contribution |
|---|---|
| **< 15 years** | 6% of eligible pay |
| **15 or more years** | 7% of eligible pay |

Sandia will automatically make an additional service-based contribution to employees' accounts, subject to a three-year vesting service requirement.

Employees may invest their account balances among multiple diverse investment options with access to 401(k) advice.

**Additional Retirement Benefits** – Employees who meet age and service requirements when they retire may elect to continue medical, dental and some life insurance coverage into retirement by paying the required premiums.

## CONTACTS & TOOLS

For more information on your health program choices & benefits, go to hbe.sandia.gov or call (505) 844-HBES (4237).

**Introducing ASK ALEX!**

Through a series of interactive questions, "Alex" identifies your unique situation and presents options and explanations for a variety of benefits, including medical, dental, vision, and FSA.

**Download HBE's New Mobile App - HBE Now!**

HBE Now is available exclusively on **hbe.sandia.gov**

From your smartphone, use your mobile browser to navigate to **hbe.sandia.gov**.

Don't forget to download a shortcut to your your home screen for easy access!

[1] These benefits vary by job classification.

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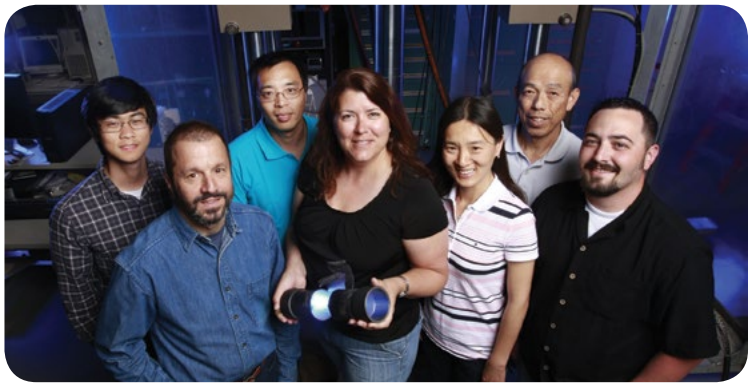


# WORK ENVIRONMENT & LEARNING

*Sandia offers a stimulating and family-friendly work environment by striving to help our employees achieve a work/life balance. Sandia is also dedicated to enhancing the knowledge and skills of its employees by providing high-quality education, development and training.*

## THE WORK EXPERIENCE

- Challenging assignments in state-of-the-art research facilities
- Work with internationally recognized scientists and engineers
- Multiple careers through retraining and rotational opportunities
- Patent royalties
- Special leaves of absence allowing employees to pursue qualifying research and professional opportunities
- Employee recognition through service awards, Employee Recognition Awards, President's Quality Awards, R&D 100 Awards and special appointments
- Diversity training and awareness programs to promote an all-inclusive workforce

## COMMUNITY SERVICE OPPORTUNITIES

- School outreach efforts, such as science fair judging and assisting in science education
- Giving to the community through Employee Contribution Plan
- Volunteers in Action, such as Roadrunner Food Bank and Habitat for Humanity
- On-site blood drives
- Lockheed Martin's Matching Gift Program for donations to qualified colleges and universities[1]

## AT-WORK CONVENIENCE

*These amenities are available at both CA & NM*

- On-site café and credit union
- On-site fitness center
- Medical clinic for consultations, allergy shots, blood pressure monitoring and other services
- Commuter and carpooling assistance

### *California Site Amenities*

- Access to group exercises, clubs and sporting activities through Lawrence Livermore Employee Services Association
- Join Sandia employee self-formed sports teams like volleyball, soccer, running, cycling, and ultimate frisbee
- On-site seasonal farmers' markets
- On-site basketball courts
- On-site tennis courts

### *New Mexico Site Amenities*

- Join Sandia employee self-formed sports teams like flag football, golf, volleyball, soccer, basketball, softball, ski and snowboard teams
- Recreational equipment rentals
- Bowling facility*
- Indoor/outdoor pools*
- Rock-climbing gym*

## QUALITY OF WORK/LIFE

- **Vacation Buy Plan** – Allows purchase of additional vacation on a pre-tax basis during annual open enrollment
- **Flexible schedules** – Includes 9/80 work week, part-time options and telecommuting opportunities, with management approval
- **Referral Services** – Child care, elder care, and adoption assistance
- **Family Recreational Activities** – Offered through Sandia Employee Recreation Program in NM and Lawrence Livermore Employee Services Association in CA
- **Vacation Donation Program** – Allows employees to donate unused vacation to colleagues with qualifying emergencies
- **HBE Preventive Health** – Provides health risk assessments, screenings, exercise classes, fitness programs and health education services to employees to achieve and maintain physical and mental health through a supportive work environment
- **Health Management Clinic** – Available to employees who are managing or at risk for metabolic syndrome, prediabetes, diabetes, high cholesterol, hypertension, obesity, depression and tobacco cessation; services include laboratory testing, physician medication management and lifestyle education
- **HBE Behavioral Health** – Provides counseling and referral services for individuals, couples and families, including concerns such as depression, anxiety/stress, workplace issues, coping with loss and substance abuse issues
- **HBE Urgent Care Clinic** – Provides treatment for acute illness or injury for employees. The clinic is located on site and is staffed by medical professionals

## UNIVERSITY-BASED EDUCATION PROGRAMS[1]

Sandia may provide educational assistance, limited to tuition and tuition-associated costs, to eligible regular employees. Courses and degree programs must be in business, accounting, computer science, engineering, technology, science and math and/or must be in alignment with Sandia's business goals and objectives or applicable to the employee's current job. Courses or degree programs may be pursued on campus or via distance learning at any of the Campus Executive universities or at a university located in the United States that has a regional institutional accreditation recognized by the Council for Higher Education Accreditation (CHEA).

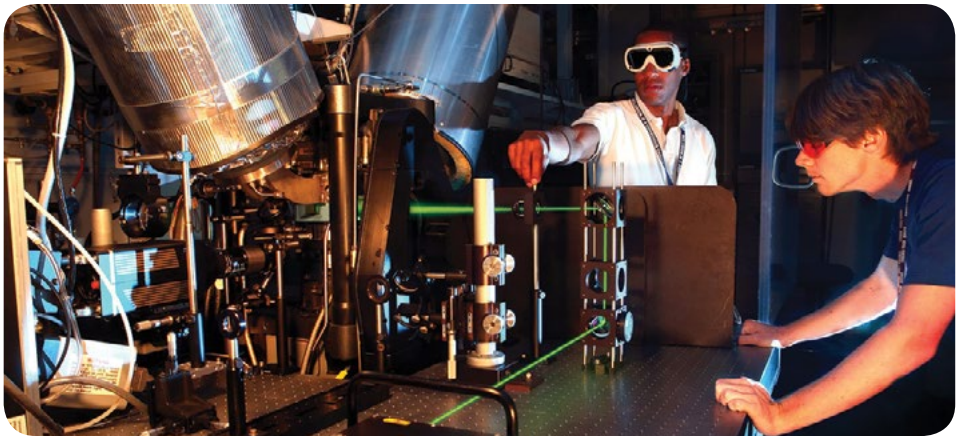
In addition, courses and degree programs must be accredited as follows: computer science, engineering, science, math or technology degree programs must be accredited by the Accreditation Board for Engineering and Technology (ABET). Business and accounting degree programs must be accredited by the Association to Advance Collegiate Schools of Business (AACSB). Sandia's university-based educational assistance programs include:

### TUITION ASSISTANCE PROGRAM (TAP)

Provides eligible, regular employees with the opportunity to pursue courses and degree programs in accounting, business, computer science, engineering, technology, science and math. Courses and degree programs must be pursued at one of the Campus Executive universities or at a university that has a regional institution accreditation with programs having the appropriate accreditations as detailed above.

### SPECIAL DEGREE PROGRAMS (SDP)

Consist of the University Part-Time Program, Special Master's Program, and the Doctoral Study Program. SDP contribute to Sandia's transformation strategy of maintaining a world-class staff who support and attain mission success through excellence in science, engineering and operations.



### UNIVERSITY PART-TIME (UPT) PROGRAM

Provides employees with an opportunity to obtain a bachelor's, master's or doctorate degree on a part-time basis while working at Sandia. UPT is available when Sandia business needs require an employee to obtain the degree on an accelerated basis to meet critical business needs rather than pursuing it through TAP.

### SPECIAL MASTER'S PROGRAM (SMP) AND DOCTORAL STUDY PROGRAM (DSP)

Help Sandia fill critical and urgent business needs with specialized degree requirements that enhance a selected on-roll employee's ability to perform Sandia job assignments in support of Sandia's mission. SMP and DSP participants pursue a graduate degree on a full-time basis, remaining on-roll while absent from Sandia.

### CRITICAL SKILLS MASTER'S PROGRAM (CSMP)

An external entry-level hiring program to be utilized to fill critical skill gap areas at Sandia. This program provides an opportunity to selected candidates with a Bachelor of Science degree to earn a Master of Science degree at an accredited graduate school as discussed with management.

### MASTER'S FELLOWSHIP PROGRAM (MFP)

An external entry-level hiring program, which helps Sandia meet its Affirmative Action goals while fulfilling requirements for technical employees with advanced degrees. MFP provides an opportunity for selected minority candidates with a Bachelor of Science degree to earn a Master of Science degree at an accredited graduate school as discussed with management.

## CAREER DEVELOPMENT

At the manager's discretion, Sandia supports attendance at national and international seminars and conferences. Sandia may pay annual fees for professional association memberships, with additional provisions. In addition, Sandia offers mechanisms for employees to take active roles in personal and professional growth in response to changing work requirements and complex customer needs, such as:

### WEAPON INTERN PROGRAM (WIP)

Is a six-month, full-time program that affords selected Sandians an excellent opportunity to gain a deep understanding of nuclear weapons and the National Security Enterprise.

## IN-HOUSE EDUCATION AND TRAINING PROGRAMS

Sandia's education and training programs are designed to increase our employees' technical and business capability; meet compliance-related training, development, and education requirements; and assist in preparing for future technological advances. Areas of study cover a wide range of topics from technical skills to leadership and management development. In addition to classroom training, employees have access to self-study and computer-based courses that provide job-related training and development.

[1] This benefit is not available to temporary employees.
* Located on Kirtland Air Force Base and not affiliated with Sandia.



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