

# 2024 Employee Benefits Overview



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**Medicare Part D Notice:** If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices about your prescription drug coverage. Please see the Annual Notices on the benefit center for more details.

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# We've Got You Covered



At The William and Flora Hewlett Foundation, we value your contributions to our shared success and want to provide you with a benefits package that protects your health and helps your financial security, now and in the future. We continually look for valuable benefits that support your needs, whether you're single, married, raising a family, or thinking ahead to retirement. We're committed to giving you the resources you need to understand your options and how your choices could affect you financially.

This guide is an overview and does not provide a complete description of all benefit provisions. The plan benefit booklets determine how all benefits are paid.

A list of [plan contacts](#) is included at the back of this guide.

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## **This guide is an overview**

The benefits in this summary are effective: January 1, 2024 through December 31, 2024.

This guide is an overview and does not provide a complete description of all benefit provisions. For more detailed information, please refer to your summary plan descriptions (SPDs) located on the benefit center.

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# Eligibility & Enrollment

## Who's Eligible for Benefits?

In general, full-time employees working at least 24 hours per week are eligible for the benefits outlined in this overview. In order to comply with the Affordable Care Act (ACA), The William and Flora Hewlett Foundation determines your eligibility for medical coverage using the Monthly Measurement Method. Refer to the Monthly Measurement Method section of this guide for additional details.

You can enroll the following family members in our medical, dental and vision plans.

- Your spouse (the person who you're legally married to under state law, including a same-sex spouse.)
- Your same or opposite sex domestic partner. The Cost of Coverage section explains the tax treatment of domestic partner coverage.
- Your children (including your domestic partner's children):
  - Under age 26. They don't have to live with you or be enrolled in school. They can be married and/or living and working on their own.
  - Over age 26 ONLY if they're incapacitated due to a disability and primarily dependent on you for support.
  - Named in a Qualified Medical Child Support Order (QMCSO) as defined by federal law.

Please refer to the Summary Plan Description for complete details on how benefits eligibility is determined.

## Who's Not Eligible for Benefits?

Family members who aren't eligible for coverage include (but aren't limited to):

- Parents, grandparents, and siblings.
- Any dependent who's a covered employee of The William and Flora Hewlett Foundation.
- Employees who work less than 24 hours per week, temporary employees, contract employees, or employees residing outside the United States.

## Enrollment Periods

Coverage for new eligible employees begins on your date of hire. New employees who don't make an election within 30 days of becoming eligible will automatically be enrolled for single coverage in the Blue Shield High Deductible Health Plan (HDHP). After that, Open Enrollment is the one time each year that you can make changes to your benefit elections without a qualifying life event.

Notify Human Resources within 31 days if you have a qualifying life event and need to add your dependents outside of Open Enrollment. Life events include (but aren't limited to):

- Birth or adoption of a baby or child
- Loss of other healthcare coverage
- Eligibility for new healthcare coverage
- Marriage or divorce

# Medical & Prescription Insurance

## Blue Shield HDHP

	In-network	Out-of-network <sup>1</sup>
<b>Hewlett Annual HSA Contribution</b>	\$1,750 if you elect Single coverage; \$3,500 if you elect Family coverage	
<b>Annual deductible <sup>2</sup></b>	\$1,600 per individual \$3,200 per family member, up to \$3,200 per family	
<b>Annual out-of-pocket maximum <sup>2</sup></b>	\$3,000 per individual \$3,500 per family member, up to \$6,000 per family	\$5,000 per individual \$5,000 per family member, up to \$10,000 per family
<b>Coinsurance</b>	You pay 10%	You pay 30%
<b>Primary care provider office visit</b>	10% after deductible	30% after deductible
<b>Specialist office visit</b>	10% after deductible	30% after deductible
<b>Preventive care</b>	No charge (deductible waived)	Not covered
<b>Chiropractic Care</b> (limited to 20 visits per year)	10% after deductible	30% after deductible
<b>Acupuncture</b> (limited to 20 visits per year)	10% after deductible	30% after deductible
<b>Diagnostic &amp; Advanced lab and X-ray</b>	10% after deductible	30% after deductible <sup>3</sup>
<b>Urgent care</b>	10% after deductible	30% after deductible
<b>Emergency room</b>	\$150 copay + 10% after deductible	\$150 copay + 10% after deductible
<b>Hospitalization</b>	10% after deductible	30% after deductible (coverage limited to \$600 per day)
<b>Outpatient surgery</b>	Ambulatory: 5% after deductible Hospital: 15% after deductible	30% after deductible (coverage limited to \$350 per day)
<b>PRESCRIPTION DRUGS</b>		
<b>Retail Pharmacy</b>		
Generic (Tier 1)	\$10 copay	\$10 copay + 25% after deductible
Preferred Brand (Tier 2)	\$25 copay after deductible	\$25 copay + 25% after deductible
Non-Preferred Brand (Tier 3)	\$40 copay after deductible	\$40 copay + 25% after deductible
Specialty (Tier 4)	30% after deductible (\$250 max)	30% (\$250 max) + additional 25% of purchase price
<b>Mail Order Pharmacy</b>		
Generic (Tier 1)	\$20 copay	Not covered
Preferred Brand (Tier 2)	\$50 copay after deductible	Not covered
Non-Preferred Brand (Tier 3)	\$80 copay after deductible	Not covered
Specialty (Tier 4)	30% after deductible (\$500 max)	Not covered
Number of days' supply	<b>Retail Pharmacy:</b> 30 days <b>Mail Order:</b> 90 days (30 days for specialty)	<b>Retail Pharmacy:</b> 30 days <b>Mail Order:</b> Not covered

1. If you use out-of-network providers, you will be responsible for "balance billing" which is the difference between what the plan will reimburse and the amount billed by the provider.

2. No one family member will pay more than the individual deductible and individual out-of-pocket maximum.

3. Daily maximums apply for out-of-network providers.

# Medical & Prescription Insurance, cont.

## Blue Shield and Kaiser HMOs (In-Network Only)

	Blue Shield HMO	Kaiser HMO
<b>Annual deductible</b>	None	None
<b>Annual out-of-pocket maximum</b>	\$1,500 per individual up to \$3,000 per family	\$1,500 per individual up to \$3,000 per family
<b>Primary care provider office visit</b>	\$15 copay	\$15 copay
<b>Specialist office visit</b>	\$15 copay (referred by PCP) \$30 copay (self-referral)	\$15 copay
<b>Preventive care</b>	No charge	No charge
<b>Chiropractic Care (limited to 30 visits per year)</b>	\$10 copay (combined with acupuncture)	\$15 copay (combined with acupuncture)
<b>Acupuncture (limited to 30 visits per year)</b>	\$10 copay (combined with chiropractic)	\$15 copay (combined with chiropractic)
<b>Diagnostic lab and X-ray</b>	Diagnostic: No charge Advanced Imaging: No charge	Diagnostic: No charge Advanced Imaging: No charge
<b>Urgent care</b>	\$15 copay	\$15 copay (copay waived if admitted)
<b>Emergency room</b>	\$100 copay (copay waived if admitted)	\$50 copay (copay waived if admitted)
<b>Hospitalization</b>	No charge	\$250 copay per admission
<b>Outpatient surgery</b>	No charge	\$15 copay per procedure
<b>PRESCRIPTION DRUGS</b>		
<b>Annual deductible</b>	None	None
<b>Annual out-of-pocket maximum</b>	Combined with medical	Combined with medical
<b>Retail Pharmacy</b>		
Generic (Tier 1)	\$15 copay deductible waived	\$15 copay
Preferred Brand (Tier 2)	\$30 copay deductible waived	\$30 copay
Non-Preferred Brand (Tier 3)	\$45 copay deductible waived	\$30 copay (when approved through exception process)
Specialty (Tier 4)	You pay 20% (up to \$250 per prescription) deductible waived	\$30 copay (when approved through exception process)
<b>Mail Order Pharmacy</b>		
Generic (Tier 1)	\$30 copay deductible waived	\$15 copay
Preferred Brand (Tier 2)	\$60 copay deductible waived	\$30 copay
Non-Preferred Brand (Tier 3)	\$90 copay deductible waived	\$30 copay (when approved through exception process)
Specialty (Tier 4)	You pay 20% (up to \$500 per prescription) deductible waived	\$30 copay for a 30-day supply (when approved through exception process)
Number of days' supply	<b>Retail Pharmacy:</b> 30 days <b>Mail Order:</b> 90 days (30 days for specialty)	<b>Retail Pharmacy:</b> 100 days <b>Mail Order:</b> 100 days

# Prescription Drug Savings

A little research before you go to the pharmacy could result in huge savings. This is especially important in a high deductible health plan because you pay the full cost of prescription drugs until you meet your deductible.

## Insider tip

## Rx expert!



Your medical plans include prescription drug coverage. You pay a different amount depending on the plan you elect and the “tier” or class of drug.

GENERIC drugs are always the least expensive. Get in the habit of asking your doctor or pharmacist if there’s a generic alternative.



A FORMULARY is a list of drugs that are preferred by the plan. Plans use formularies to encourage the most cost-effective drugs.

If a generic drug is not available, ask your doctor whether there is an effective brand name medication that is on the plan’s preferred drug list.



A PARTICIPATING PHARMACY (one that contracts with your medical plan) will usually offer the best price. You can find a participating (in-network) pharmacy on your plan’s website or by calling member services.

SHOP AROUND! Even within the same drugstore chain, you may find a better price at a different location. Your medical plan may have an online tool or app to compare prices.



SPECIAL HANDLING REQUIRED? Your plan may require preauthorization (plan approval) or step therapy (trying certain drugs before others). Specialty drugs such as injectables may need to be purchased from a certain provider.

Talk with your doctor about your course of treatment and confirm whether your plan requires any special procedures. Before filling your prescription, verify that the pharmacy is in-network.



You can get medicines that you take routinely by MAIL ORDER. Your doctor will need to authorize a 90-day supply. You can submit refills through a website or app, or by phone.

Compare your plan’s mail-order copay and shipping costs against your local pharmacy price and/or other discount programs. If it’s less expensive locally, ask if your doctor can write a 90-day prescription rather than a 30-day one.

To see if your medication is covered on the Blue Shield or Kaiser formularies go to:

## Blue Shield HDHP and HMO

1. Go to: [blueshieldca.com/pharmacy](https://blueshieldca.com/pharmacy)
2. Choose **2024 “Plus” drug formulary search**
3. Enter the drug name in the top left corner

## Kaiser HMO

1. Go to: [kp.org/formulary](https://kp.org/formulary)
2. Choose **California – Northern** from the drop-down menu
3. Choose **California Commercial Formulary**
4. Then **choose Search our Formulary online**
5. Enter the drug name in the search field to see if it is covered under the Commercial listing



# Know Where to Go

## ER or urgent care?

The emergency room shouldn't be your first choice unless there's a true emergency.

### Consider urgent care for...

Symptoms, pain or conditions that require quick medical attention but do not require hospital care, such as:

- Earache
- Sore throat
- Rashes
- Sprains
- Broken fingers or toes
- Flu
- Fever up to 104 degrees

### Go to the emergency room for...

Serious or life-threatening conditions that require immediate treatment that you can get only at a hospital, such as:

- Chest pain or severe abdominal pain
- Trouble breathing
- Loss of consciousness
- Severe bleeding that can't be stopped
- Large broken bones
- Major injuries from a car crash, fall or other accident
- Fever above 104 degrees

## Can't get to the doctor's office? Have your visit online!

Plan	Member Cost Share	Web
Blue Shield HDHP	<b>PCP and Mental Health &amp; Substance Use:</b> No charge after deductible <b>Specialist:</b> 10% coinsurance after deductible	<a href="http://blueshieldca.com">blueshieldca.com</a>
Blue Shield HMO	<b>PCP and Mental Health &amp; Substance Use:</b> No charge <b>Specialist:</b> \$30 copay (self-referred); \$15 copay (referred by PCP)	<a href="http://blueshieldca.com">blueshieldca.com</a>
Kaiser HMO	No charge	<a href="http://kp.org/mydoctor/videovisits">kp.org/mydoctor/videovisits</a>

## Other non-emergency care options

Our medical plans offer plenty of options when you need care or advice, but it's not an emergency:

Plan	Call a nurse 24/7	Find doctor/urgent care
Blue Shield HDHP	<b>(877) 304-0504</b>	Log into your <a href="#">Blue Shield member portal</a> <b>CA plan/network:</b> Full PPO Network <b>Outside CA plan/network:</b> Full PPO Network
Blue Shield HMO	<b>(877) 304-0504</b>	Log into your <a href="#">Blue Shield member portal</a> <b>CA plan/network:</b> Access+ HMO Network
Kaiser HMO	<b>(866) 454-8855</b>	Log into your <a href="#">Kp.org</a> account or <a href="#">click here</a>



# Dental Insurance

It's important to go to the dentist regularly. Brushing and flossing are great, but regular exams catch dental issues early before they become more expensive and difficult to treat. That's where dental insurance comes in. Dental insurance makes it easier and less expensive to get the care you need to maintain good oral health. The foundation provides you with comprehensive coverage through MetLife Dental.

## MetLife Dental PPO Plan

	In-Network	Out-of-Network
<b>How Coverage/Reimbursement Works</b>	Coverage based contracted fees. In-network contracted providers cannot charge you more than your cost share of the negotiated fees.	Reimbursement based on program allowance for Non-MetLife Dental providers. You are responsible for any difference between the provider's charges and MetLife's allowed amount.
<b>Annual deductible</b>	\$40 per individual, up to \$120 per family <sup>2</sup>	\$50 per individual, up to \$150 per family <sup>2</sup>
<b>Annual plan maximum</b>	\$2,500 per individual <sup>2</sup>	\$2,500 per individual <sup>2</sup>
<b>Diagnostic and preventive</b> <sup>1</sup> (coverage limited to twice per calendar year)	No charge, deductible waived	Reimbursed at the 90 <sup>th</sup> percentile of Usual, Customary and Reasonable (UCR), deductible waived <sup>4</sup>
<b>Basic services</b>		
Fillings	You pay 20% after deductible <sup>3</sup>	You pay 20% after deductible <sup>4</sup>
Root canals	You pay 20% after deductible <sup>3</sup>	You pay 20% after deductible <sup>4</sup>
Periodontics (coverage limited to every 2 years)	You pay 20% after deductible <sup>3</sup>	You pay 20% after deductible <sup>4</sup>
<b>Major services</b>	You pay 50% after deductible <sup>3</sup>	You pay 50% after deductible <sup>4</sup>
<b>Orthodontia services</b>		
Orthodontia	You pay 50%, deductible waived <sup>3</sup>	You pay 50%, deductible waived <sup>4</sup>
Dependent children	Covered	Covered
Adults	Covered	Covered
Lifetime maximum	\$2,500 per individual <sup>5</sup>	\$2,500 per individual <sup>5</sup>

1. Diagnostic & Preventive services do not count towards the annual plan maximum.

2. Deductible and annual or lifetime plan maximums cross-apply in- and out-of-network.

3. Member cost share based on contracted fees for MetLife In-Network PPO dentists.

4. Out of Network benefits are payable for services rendered by a dentist who is not a participating provider. The Reasonable and Customary Charge is based on the lowest of (1) the dentist's actual charge, (2) the dentist's usual charge for the same or similar services or (3) the charge of most dentists in the same geographic area for the same or similar services as determined by MetLife.

5. Orthodontic lifetime plan maximum cross-applies in- and out-of-network.

**Important Notes:** Remember that coverage through an in-network provider means that you pay a discounted rate for covered services, and the dentist cannot charge you more than your share of costs based on that rate.

Out-of-network providers are not bound by contractual fee agreements and may charge you more than your plan pays. If you choose to see an out-of-network provider, it may cost you more.

# Vision Insurance

Vision coverage helps with the cost of eyeglasses or contacts. However, even if you don't need vision correction, an annual eye exam checks the health of your eyes and can even detect more serious health issues, such as diabetes, high blood pressure, high cholesterol, and thyroid disease.

You'll even find discounts on services like LASIK and PRK, rebates on contact lenses, and other related services. Visit the plan's website to check out these extra savings.

The foundation offers vision coverage through Vision Service Plan (VSP).

## Vision Service Plan Signature PPO

	In-network	Out-of-network
<b>Copay</b>	<b>Exam:</b> \$10 copay <b>Materials:</b> \$25 copay	<b>Exam:</b> \$10 copay (reimbursed up to \$50) <b>Materials:</b> \$25 copay
<b>Frames</b>	Covered up to \$150 + 20% discount off amount over allowance	Reimbursed up to \$70 after materials copay
<b>Lenses</b>	<b>Single Vision:</b> No charge after materials copay <b>Bifocal:</b> No charge after materials copay <b>Trifocal:</b> No charge after materials copay	<b>Single Vision:</b> Reimbursed up to \$50 after materials copay <b>Bifocal:</b> Reimbursed up to \$75 after materials copay <b>Trifocal:</b> Reimbursed up to \$100 after materials copay
<b>Contacts (elective)</b>	Covered up to \$150	Reimbursed up to \$105
<b>Frequency</b>	<b>Exam:</b> Once every calendar year <b>Frames:</b> Once every other calendar year <b>Lenses:</b> Once every calendar year <b>Contacts (Elective):</b> Once every calendar year (in lieu of lenses and frames)	<b>Exam:</b> Once every calendar year <b>Frames:</b> Once every other calendar year <b>Lenses:</b> Once every calendar year <b>Contacts (Elective):</b> Once every calendar year (in lieu of lenses and frames)

### Additional Benefit

This employee-only service provides supplemental vision analysis addressing the specific visual needs of computer use. The analysis is available once every 12 months.

<b>Copay</b>	<b>Exam &amp; Materials:</b> \$10 copay	<b>Exam &amp; Materials:</b> \$10 copay
<b>Frames</b>	Covered up to \$90	Reimbursed up to \$70 after materials copay

# Mental Wellbeing Support

## Spring Health Mental Wellbeing

Spring Health is a mental health benefit that provides you with a range of resources to meet nearly any need, and help you figure out what might work best for you. Through our partnership with Spring Health, you will receive:

- **Therapy & Coaching. Up to 8 therapy and 8 coaching sessions** per year, at no-cost to you or your covered dependents. After your foundation provided sessions have been used, you may continue care through Spring Health but will be billed directly for each additional session.
  - **Therapy (available to ages 6+).** Book therapy sessions with trusted providers. Additional Coaching sessions are billed to you at \$150 per session.
  - **Coaching (available to ages 18+).** Motivational coaches can help you set and meet goals around managing stress, relationships, parenting, personal development and more. Additional Coaching sessions are billed to you at \$105 per session.
- **Unlimited, confidential wellness assessments.** Spring offers a sophisticated, online questionnaire that accurately and efficiently screens for common mental health conditions. The assessment takes under 5 minutes and your results are confidential.
- **Care navigation** from a licensed therapist to review your assessment results and answer any questions you might have about mental health or treatment options moving forward.
- **Wellness exercises.** Use Moments, an on-demand library of self-guided exercises for mental wellbeing, covering topics like anxiety, burnout, better sleep, and more.
- **Provider matching where available.** Spring Health can help you get connected to a therapist in less than a week, with appointments available in the evenings and on weekends. Spring Health has a diverse network of providers with different backgrounds in training, language, gender, race, and sexual orientation. Spring's approach to diversity encompasses not only who the care provider is, but also what they do best.

We encourage everyone who needs support to take advantage of this program by completing your confidential wellness assessment at the following website: [care.springhealth.com](https://care.springhealth.com).

Spring Health crisis support is available 24/7. Contact the CareTeam via phone at **(240) 558-5796, opt 2** or via email at [careteam@springhealth.com](mailto:careteam@springhealth.com).

## Claremont Employee Assistance Program (EAP)

The EAP through Claremont provides multiple behavioral health solutions to enhance your well-being. EAP can help you with things like stress, anxiety, depression, chemical dependency, relationship issues, legal issues, parenting questions, financial counseling, and dependent care resources. Best of all, it's completely confidential and available to any member of your immediate household.

- Unlimited free phone access 24/7
- Up to **6 short-term counseling sessions** per incident per family member per year
- Up to **10 virtual support sessions** per year including recovery groups lead by certified specialists to address a range of issues such as addiction, depression and anxiety.
- Unlimited access to helpful articles, resources, and self-assessment tools.

Contact the EAP  
24/7

Phone: **(800) 834-3773**  
Web: [claremonteap.com](https://claremonteap.com)

# Mental Wellbeing Support, continued

## Blue Shield Members

**Blue Shield members** have access to Teladoc's national network of U.S. board-certified physicians. Whenever you need care, Teladoc medical doctors are available 24/7 by phone or video. You can also speak to licensed therapists, psychiatrists, and mental health professionals who can help you manage addiction, depression, stress or anxiety, domestic abuse, grief, and more. Mental health appointments are available from 7 a.m. to 9 p.m. local time, seven days a week. Blue Shield also offers members access to:

**Wellvolution** offers lifestyle-based tools and support to lose weight, treat diabetes, support mental health, and more. With Wellvolution, you have access to Headspace, the leading meditation app helping people reduce stress, increase resilience, and sleep better. Employees who enroll through Wellvolution will receive access to Headspace premium benefits at no cost.

**Ginger** provides easy access to care - no matter where you are, or what you're going through. Ginger offers on-demand, confidential mental healthcare through coaching and self-guided activities.

Additional services include:

- Live text-based behavioral health coaching
- Self-guided learning activities
- Video-based therapy and psychiatry sessions for those needing more hands-on care (Available for a copay as stated in your health plan coverage)

## Kaiser Members

**Kaiser members'** access to mental health care and addiction services aren't limited to one department or specialty. You'll find mental health care and addiction services throughout Kaiser Permanente, including primary care, emergency care, and even specialty areas like cardiology and oncology. And in addition to clinical care and support, Kaiser offers self-care tools and resources you can access anytime, at no cost. You can seek individual therapy, psychiatry, group therapy, health classes and self-care resources at [kp.org](https://kp.org) or on the app. Kaiser also offers a number of additional mental wellbeing resources, including:

**Ginger** app offers immediate 1-on-1 support for coping with many common challenges — from stress and low mood to issues with work and relationships, and more. Ginger's highly trained emotional support coaches are ready to help 24/7.

Adult Kaiser Permanente members can use Ginger for 90 consecutive days at no cost.

**MyStrength** is an app dedicated to helping you improve and maintain your health and well-being. It empowers you with personalized pathways across multiple programs to help manage and overcome challenges.

**Calm app** has tools that will help you improve your sleep, boost confidence, and reduce stress and anxiety – helping you achieve a higher level of wellbeing each day.

To download MyStrength and Calm apps, visit [kp.org/selfcareapps](https://kp.org/selfcareapps).

**Free wellness coaching** by phone at no cost. A wellness coach can help you create a personalized program help you manage your health. Visit [kp.org/wellnesscoach](https://kp.org/wellnesscoach) to learn more.

You also have access to online fitness classes with ClassPass. Visit [kp.org/exercise](https://kp.org/exercise) to get started.

# Compare Pre-Tax Health Accounts



Would you like to save on medical, dental and vision costs? Using a health account saves you money because you can pay your healthcare bills with tax-free dollars! There are different pre-tax accounts for different situations and needs. Each type of account has its own eligibility requirements and rules.

	Health Savings Account (HSA)	Healthcare Flexible Spending Account (FSA)
<b>Medical plan enrollment</b>	HDHP. You may not have other non-HDHP coverage	Any non HDHP
<b>Eligible dependents</b>	Spouse and tax dependents. Adult children must be tax dependents. Domestic partner may open a separate HSA and contribute post-tax.	Spouse, children under age 27, and tax dependents. Domestic partner must be tax dependent.
<b>Annual Contribution from Hewlett Foundation</b>	Single coverage: \$1,750 Family coverage: \$3,500	\$0
<b>Annual contribution limit</b> <i>*Includes company contribution</i>	\$4,150 single or \$8,300 family, including Hewlett funds. Extra \$1,000 allowed after age 55.	\$3,200
<b>Federal and state tax</b>	No federal tax. CA and NJ do not exclude HSA contributions from income.	None
<b>Funds are available</b>	After deposit	Day 1 of plan year
<b>Account balance earns interest</b>	Yes, plus investment options after account balance reaches \$1,000.	No
<b>Allows rollover to next plan year</b>	Yes, unlimited	No, unused balance is forfeited after the grace period.
<b>Grace Period</b>	N/A	2.5 months after end of plan year to spend prior year balance.
<b>If you leave Hewlett Foundation</b>	Your account goes with you for future eligible healthcare expenses, tax-free.	You can spend your balance if you elect COBRA continuation coverage.
<b>Administered by</b>	Bank of America	Navia

# Health Savings Account (HSA)



A Health Savings Account (HSA) is a tax-advantaged, portable (you own it!) savings account that can help you save money on taxes and even save for the future.

The foundation offers an HSA through Bank of America for employees enrolled in our Blue Shield High Deductible Health Plan (HDHP). The foundation and you (if you choose to) may contribute pre-tax to your HSA to save for out-of-pocket healthcare expenses. Any money that you don't spend grows year after year and can be used in the future, even after you retire. You may access your Bank of America HSA by calling **(800) 718-6710** or online at [myhealth.bankofamerica.com](http://myhealth.bankofamerica.com).

## Account Contributions

		Single HDHP Coverage	Family HDHP Coverage
<b>Hewlett Contributes</b> <sup>1</sup>		\$1,750	\$3,500
<b>You Can Contribute (up to...)</b>	+	\$2,400	\$4,800
<b>Maximum Annual IRS Limit</b> <sup>2</sup>	=	<b>\$4,150</b>	<b>\$8,300</b>
<b>Catch Up Contributions</b> <sup>2</sup>		An additional \$1,000 per year at age 55+	

1. Hewlett contributions: 50% of the foundation's contribution to your HSA is made in the 2<sup>nd</sup> payroll in January if you remain employed and are enrolled in the plan as of January 15<sup>th</sup>. The other 50% is pro-rated over the remaining eleven (11) months, if you remain employed. HSA contributions for mid-year enrollees are pro-rated.

2. IRS contribution limits: Limits are set by the IRS and assume full calendar-year participation.

## Using Your Money

You can use your account to pay for qualified healthcare expenses that aren't paid for by your HDHP. When possible, use your HSA debit card to pay for expenses. If you've paid out-of-pocket, you can submit a request for reimbursement from the Bank of America HSA portal. You can also take your HSA debit card to any bank and request a cash advance. Make sure that you keep records of your receipts and any OTC prescriptions in case the IRS requests them.

In general, your HSA can be used for the following expenses:

- Medically necessary expenses that aren't covered by your health plan including deductibles and coinsurance
- Dental care services
- Vision care services
- Prescription drugs
- Over-the-counter (OTC) medications prescribed by your doctor
- Certain medical equipment

**\*Important Note:** Dependents are eligible to enroll in the medical plan up to age 26, but are not eligible for HSA reimbursement if they are

not your legal tax dependent (generally up to age 19 or to age 23 if a full-time student).

## Eligibility

You aren't eligible to open or contribute to an HSA if you're:

- Covered by a non-high deductible health plan
- Enrolled in a regular healthcare flexible spending account (you or your spouse count)
- Covered under Medicare, Medicaid or Tricare
- Can be claimed as someone else's tax dependent

## Setting up your HSA

Your HSA will be automatically established with Bank of America when you first enroll in the HDHP. Please notify HR immediately if you are not eligible to open an HSA.

### Non-Qualified Expenses

If you use HSA funds for non-qualified expenses before you are age 65, you will owe a 20% penalty tax PLUS income tax on the withdrawal. After age 65, if you use HSA funds for non-qualified expenses, you will owe income tax only.

# Flexible Spending Accounts (FSAs)

A Flexible Spending Account lets you set aside money—before it's taxed—through payroll deductions. The money can be used for eligible healthcare and dependent day care expenses you and your family expect to have over the next year. You must re-enroll in this program each year. Navia Benefit Solutions administers this program.

## Healthcare FSA

Eligible expenses include medical, dental, and vision costs including plan deductibles, copays, coinsurance amounts, and other non-covered healthcare costs for you and your tax dependents. You can set aside up to \$3,200 for 2024 (may be indexed annually per the IRS), and the entire annual amount you elect is immediately available from the first day of the plan year.

## Dependent care FSA

Eligible expenses may include daycare centers, in-home childcare, summer day camp, and before or after school care for your dependent children under age 13. Other individuals may qualify if they're your tax dependent and are incapable of self-care. It's important to note that you can only access funds as you contribute to the account through payroll deductions.

All caregivers must have a tax ID or Social Security number. This information needs to be included on your federal tax return. If you use the dependent care reimbursement account, the IRS won't allow you to claim a dependent care credit for reimbursed expenses. Check with your tax advisor to determine whether you should enroll in this plan. You can set aside up to \$5,000 per household for eligible dependent care expenses for the calendar year.

### IMPORTANT CONSIDERATIONS

- There's no "crossover" spending allowed between the healthcare and dependent care accounts
- **Healthcare FSA Expenses** must be incurred between 1/1/2024 and 3/15/2025.
- **Dependent care FSA Expenses** must be incurred between 1/1/2024 and 3/15/2025.
- **Grace Period.** Healthcare and Dependent care FSAs include a grace period which allows additional time after the plan year ends to submit claims for reimbursement. All 2024 claims incurred must be submitted by the grace period, 3/31/2025. Unused FSA funds will be forfeited after the grace period ends.
- FSA funds can be used for you, your spouse, and your tax dependents only.
- If you use the dependent care FSA, the IRS will not allow you to claim a dependent care tax credit. Consult your tax advisor if you have questions about the federal tax credit.
- Elections cannot be changed during the plan year, unless you have a qualified change in family status (and the election change must be consistent with the event).
- If you're enrolled in a High Deductible Health Plan (HDHP) and contribute to a Health Savings Account (HSA) you can't participate in the FSA.
- Unused amounts will be lost at the end of the plan year, so it is very important that you plan carefully before making your election.
- You cannot obtain reimbursement for eligible expenses for a domestic partner or their children, unless they qualify as your tax dependents (Important: questions about the tax status of your dependents should be addressed with your tax advisor).
- Keep your receipts as proof that your expenses were eligible for IRS purposes.



# Life and Accidental Death & Dismemberment Insurance (AD&D)

Life insurance can fill a number of financial gaps for a family who experiences the death of a loved one. Consider your current and future financial needs when evaluating how much coverage you need. The most common short and long-term financial needs include:

- Medical bills and funeral expenses
- Living expenses for the surviving family (housing, food, clothing, utilities, etc.)
- Large expenses, e.g., college education, or home mortgage
- Taxes and debts that need to be settled



**Make sure that you have named a beneficiary for your life insurance benefit and update it if your family or marital status changes.**

## Basic Life and AD&D

Basic Life Insurance pays your beneficiary a lump sum if you die. AD&D provides another layer of benefits to either you or your beneficiary if you suffer from loss of a limb, speech, sight, or hearing, or if you die in an accident. The cost of coverage is paid in full by the foundation.

New York Life provides coverage.

<b>Employee Basic Life</b>	3 x base salary up to a maximum of \$600,000
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<b>Employee Basic AD&amp;D</b>	3 x base salary up to a maximum of \$600,000
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**Taxes:** A life insurance benefit of \$50,000 or more is a taxable benefit. You'll see the value of the benefit included in your taxable income on your paycheck and W-2.

**Benefit Reduction:** Begins at age 65, refer to the plan document for details.

## Voluntary Life and AD&D

Voluntary Life and AD&D Insurance allows you to purchase additional coverage to protect your family's financial security. You pay the cost of coverage.

New York Life provides coverage.

<b>Employee Voluntary Life and AD&amp;D</b>	Any multiple of \$10,000 up to the lesser of five times your base salary or \$1,000,000 Guarantee coverage: \$100,000
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<b>Spouse/DP Voluntary Life and AD&amp;D</b>	Any multiple of \$5,000 up to \$500,000 (not to exceed 100% of employee voluntary life amount) Guarantee coverage: \$20,000
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<b>Child(ren) Voluntary Life and AD&amp;D</b>	Any multiple of \$2,000 up to \$10,000 (not to exceed 100% of employee voluntary life amount) Guarantee coverage: all amounts
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**Evidence of Insurability:** If you select a coverage amount above the "guarantee coverage" or enroll after 31 days after you become eligible, you'll need to submit an Evidence of Insurability form with additional information about your health in order for the insurance company to approve your coverage.

**Benefit Reduction:** Begins at age 65, refer to the plan document for details.

# Disability Insurance



60% of Americans do not have a “rainy day” fund to cover three months of unanticipated financial emergencies.

Most people underestimate their likelihood of being disabled at some point in their life. Disability insurance provides financial support by replacing a portion of your pay when you’re unable to work to help cover your living expenses.

The foundation provides short-term disability (STD) and long-term disability (LTD) coverage at no cost to eligible employees. New York Life provides coverage.

## Short-term disability

### Limited duration issues such as:

- Pregnancy issues and childbirth recovery
- Prolonged illness or injury
- Surgery and recovery time

## Long-term disability

### Longer term issues such as:

- Debilitating illness (cancer, heart disease, etc.)
- Serious injuries (accident, etc.)
- Heart attack, stroke
- Mental disorders

## Short-term disability

Short-term disability (STD) coverage through New York Life pays a benefit if you temporarily can't work because of an injury, illness, or pregnancy. Payments may be reduced if you receive other benefits, such as sick pay, workers' compensation, Social Security, or state disability.

<b>Weekly benefit amount</b>	Plan pays 66.67% of covered weekly salary up to a maximum of \$2,300 per week
<b>Benefits begin</b>	After 7 days of disability due to accident or 7 days due to sickness
<b>Maximum payment period</b>	25 weeks (based on the first day you are disabled, not when benefits begin)

## Long-term disability

If you’re unable to work for a longer time, long-term disability (LTD) coverage through New York Life replaces part of your monthly income. If you qualify, LTD benefits begin after short-term disability benefits end. Payments may be reduced by state, federal, or private disability benefits you receive while disabled.

<b>Monthly benefit amount</b>	Plan pays 66.67% of covered monthly salary up to a maximum of \$10,000 per month
<b>Benefits begin</b>	After 180 days of disability
<b>Maximum payment period</b>	Social Security normal retirement age (the age at which disability begins may affect duration of benefits.)

# Life with Long Term Care

Depending on where you live, a nursing home in the United States can cost on average \$50K-\$100k per year. Long Term Care benefits can help cover costs, allowing people to receive the care they need without depleting their life savings or burdening family.

## Chubb Lifetime Benefit Term (LTBT) with Long Term Care

Chubb's LTBT product is term insurance designed to last a lifetime. It includes premiums that are guaranteed to never increase and a death benefit that is 100% guaranteed to age 70. After that, the death benefit is guaranteed to be at least 50% of the original death benefit. The Long-Term Care rider is designed to accelerate the death benefit at 4% per month for up to 25 months to pay for long-term care in an assisted living or long-term care facility, or home healthcare and/or adult day care.

Chubb	Employee (to age 70)	Spouse (to age 70)
Death Benefit (Simplified Issue) *	\$250,000	\$125,000
Guarantee Issue *	\$100,000	N/A
Modified Guarantee Issue *	N/A	\$50,000
Monthly LTC Benefit	4% of total benefit	
Total LTC Benefit	100% of Death Benefit election	
Length of LTC Benefit	25 months	
Benefit Reduction **	Death and LTC Benefit reduces no more than 1/2 of original face amount at age 70 depending on interest rate	

\*Simplified Issue requires 5 medical questions, Modified Guarantee Issues requires 2 medical questions, and Guarantee issue no medical questions are required to obtain coverage.

\*\*Reduced benefits and underwriting available for employees aged 71-80.

### How to Enroll:

For New Hires and during Open Enrollment contact the Call Center. Licensed counselors are available to answer questions and complete enrollment.

Phone: **(888) 259-0908** M - F, 6:00am - 3:00pm PST

Online enrollment:

[bcgenrollnow.com/Hewlett2024](https://bcgenrollnow.com/Hewlett2024)

- Username: Work email
- Pin: Work phone number + 24 (example: 650234472024)
- Bank name, account number, and routing number required at time of enrollment

For mid-year changes, such as increasing your coverage or cancelling existing coverage, contact Chubb directly by phone: **(855) 241-9891**

### Example: Monthly Costs of \$50,000 Benefit

*Speak to a counselor or login to the self-service site to see a full list of rates.*

Age	Non-Tobacco	Tobacco
35	\$33.00	\$44.16
40	\$42.62	\$56.91
45	\$54.91	\$76.16
50	\$76.04	\$104.54
55	\$100.66	\$142.62
60	\$145.74	\$203.37

# Individual Life Insurance & Long-Term Care Resources

## Concierge Life

If you're interested in purchasing additional life insurance or Long-Term Care coverage, Concierge Life can help provide the right coverage for you and your family.

### Individual Life Insurance

Concierge Life provides access to life insurance providers and consultants to help you determine the appropriate level of coverage to protect yourself and your family. Once you've determined the amount of insurance you'd like to purchase, Concierge Life will assist with obtaining the best coverage at the lowest premium. This coverage is purchased as an individual policy and continues beyond your employment with The William and Flora Hewlett Foundation (assuming you continue to pay the premiums). This resource is available to employees and their family members.

### Individual Long-Term Care Insurance

Concierge Life also specializes in Long-Term Care planning to help you preserve your assets from wealth eroding factors that includes custodial care events (in-home care, nursing facilities, memory care facilities, and assisted living). Concierge Life can help employees of the foundation analyze current needs, assess what options you have to address Long-Term Care concerns, and customize individual policies unique to your household situation.

To get help from Concierge Life, contact Brian Maguire and indicate you are a foundation employee.

Phone: **(888) 466-4446**

Email: [\*\*brian.maguire@summitalliance.net\*\*](mailto:brian.maguire@summitalliance.net)

Web: [\*\*maguireinsurance.com\*\*](http://maguireinsurance.com)

# Family Support Programs

## Back up Care & Additional Services

The Hewlett Foundation partners with Bright Horizons to offer the Care Advantage Program. The program provides subsidized “back-up” care, as well as access to discounted self-pay resources and tools for everyday care needs that benefit your entire family. All benefit eligible employees may participate in this program.

### Foundation Subsidized Benefits

**Back-Up Childcare and Adult/Elder Care:** Back-up care allows you to focus on work when normal care arrangements break down, or your adult/elder relative or child is mildly ill or needs temporary assistance. Care is available within a Bright Horizons center or in your own home. This program is intended to supplement, rather than replace, regular childcare/adult care arrangements.

Visit [clients.brighthorizons.com/hewlett](https://clients.brighthorizons.com/hewlett) or call **(877) BH-CARES (877-242-2737)** to access care.

**First Time Users:** Click Join Now and follow on-screen instructions

**Returning Users:** Click Log In and enter your credentials

### For Mobile App Registration

Username: **Hewlett** (as prompted)

Password: **Care4you** (as prompted)

<b>Center-based care</b>	You pay \$15 per child per day, up to a maximum of \$25 per family per day <sup>1</sup>
<b>In-home care</b>	\$6 per hour; 4-hour minimum <sup>2</sup>
<b>Usage limits</b>	10 back-up days per employee per calendar year

1. Bright Horizons accommodates children from 3 months up to their 13<sup>th</sup> birthday.

2. All co-payments will be collected by Bright Horizons. Bright Horizons requires **2 business days advance cancellation** notice, or you will be charged the full cost of the reservation.

## Eldercare Resources

Receive support on complex and time-consuming guidance on a broad spectrum of eldercare assistance. Additionally, there are online tools to assist in managing appointments and medicine, communication with a Care Coach, caregiver search, and more.

## Additional Family Support

Get free access to a comprehensive database of self-pay services, including caregivers, homework help, pet care, and housekeeping services. Discounts and preferred enrollment access for regular center-based childcare, tutoring, and test prep services are available. Also includes tutoring for adults learners 18+ in over 3,000 subjects, including professional certifications.

## Pet Care

Bright Horizons offers pet care services in partnership with Rover.com. Services include dog walking, dog sitting, pet boarding, drop-in visits and house sitting. You can exchange up to 10 back-up Childcare or Adult/Eldercare uses for pet care vouchers.

## Health Reimbursement Account (HRA): Fertility, Adoption & Surrogacy

The foundation offers a generous lifetime benefit for qualified fertility, adoption and surrogacy related services administered through Navia Benefit Solutions. Account funds can only be used while you are an eligible employee of The Hewlett Foundation. If you leave the organization, you will no longer have access to these benefits. Refer to the separate Navia Health Reimbursement Account (HRA) plan documents for details.

# International Business Travel Program

Travel can bring unpredictable circumstances for you and your family. Our business travel program is available to help you before you leave and to help if something comes up while you are away.

## Travel Assistance

Our travel assistance benefits are fully covered by the foundation for eligible employees who travel for business. This program, in partnership with International SOS, provides medical and security advice and assistance before, during, and after traveling abroad. It offers pre-trip assistance and information on things like passport/visa requirements, location-specific security and health status, foreign currency and weather.

International SOS should always be the first point of contact for assistance during your travels. They'll coordinate with the Cigna Medical Benefits for injuries and illnesses that may occur while traveling on an international business trip. International SOS is available 24 hours a day, seven days a week. For travel information and advice, access the International SOS website at [internationalsos.com](http://internationalsos.com) or call the US Call Assistance Center at **1 (215) 942-8226**.

## Business Travel Accident Insurance

Business Travel Accident Insurance provides a variety of benefits to assist you while traveling on business for the foundation. Coverage includes emergency medical and evacuation assistance, rehabilitation services, and accidental death benefits. Coverage is provided by Chubb/ACE.

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<b>Travel Accident Life Benefit</b>	2 x base salary up to a maximum of \$750,000
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## Medical Assistance

Medical Benefits Abroad is a program designed to cover you while representing the foundation on a business trip or business sojourn when outside your home country. Cigna provides members with convenient, cashless access to a carefully selected international physician network, translation databases for brand name medications, medical terms, and phrases, as well as health and security reports for international destinations. Coverage is provided by Cigna.

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<b>Medical Maximum</b>	\$250,000
<b>Deductible</b>	None
<b>Doctor Visits</b>	No charge
<b>Hospitalization</b>	No charge (coverage limited to \$1,000 per day)
<b>Outpatient Surgery</b>	No charge
<b>Outpatient Prescription Drugs</b>	No charge when medically necessary and for replacement of lost prescriptions that are medically necessary during an international business trip
<b>Dental</b>	\$1,000 calendar year maximum, includes dental accident and treatment of sudden unexpected dental pain

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# Commuter Programs



To help you pay for additional commuting costs, you can enroll in the Transportation Savings Account (also known as a Section 132 plan).

## Section 132 GoNavia Commuter Program

The Section 132 GoNavia Commuter Program lets you set aside money—before it's taxed—through payroll deductions. The foundation subsidizes the monthly cost for transportation from your home to Caltrain and from the office to Caltrain up to the IRS monthly limit. Monies in this account can be used in future months or plan years, but if you leave the foundation, any unused account balance will be lost. Navia Benefit Solutions administers this program.

You are NOT eligible for the Section 132 transit plan subsidy if you participate in the East Bay Shuttle program.

You can take advantage of using pre-tax dollars to pay for:

- Bus, light rail, trolley, subway, or ferry
- Vanpool
- Parking at or near work
- Parking at or near public transportation for your commute

Here are the maximum pre-tax amounts you can set aside :

<b>Parking Expense Account</b>	Up to \$315 per month <sup>1</sup>
<b>Transit Expense Account</b>	Up to \$315 per month <sup>1</sup>
<b>Hewlett's Contribution to your Transit Account</b>	Up to \$315 per month

<sup>1</sup>. These amounts are evaluated annually by the IRS and are subject to change.

Enrollment and elections for both the Parking and Transportation Expense Accounts, which are held separately, will be managed directly on the Navia Benefit website. You have the flexibility to start, stop, or change your deductions at any time. Changes must be made in advance, by the 15th of the month, for benefits the following month. For example, if you enroll by March 10th, you will receive your April transit funding at the end of March.

Any contributions in excess of the monthly IRS pre-tax limits will be deducted on a post-tax basis.

## East Bay Shuttle

For transit solutions and parking expenses that meet the IRS criteria, the foundation will cover both programs up to \$315 a month.



# Retirement Savings Plan

## 403(b) Retirement Plan

Our 403(b) Retirement Savings Plan with Fidelity Investments helps you save for retirement, while offering tax benefits either now or later. Elective deferral contributions can be made on a pre-tax basis, lowering your current taxable income or on an after-tax basis through a Roth election.

Both accounts allow penalty-free withdrawals after age 59 ½. Earnings from your pre-tax account are deferred until you withdrawal, while Roth account earnings become tax-free after the initial 5-year taxable period following the deferral deposit into the Roth 403(b) account.

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<b>Maximum Annual Contributions</b>	Up to \$23,000 or \$30,000 if you are 50+
<b>Employer Match</b>	Basic: 7% of your base salary for that month, plus Matching: 2 times your voluntary contribution up to a maximum of 8%

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1. Annual limits are evaluated annually by the IRS and are subject to change.

All active, benefit-eligible employees are automatically enrolled in 403(b) plan at 4% of your annual salary on your date of hire, unless you decline in writing. Full eligibility and 100% vesting occur after completing a 6-month waiting period.

You can access your account at [fidelity.com](https://www.fidelity.com) to review investments and manage your account and contributions. You can also contact Fidelity Investments customer service at **(800) 343-0860**.

Please refer to the Summary Plan Description for further details.

# Additional Programs



These programs can lend a helping hand when you need it or just make life a little easier.

## Healthcare Advocacy

Healthcare can be complicated. CareCounsel, the foundation's health advocate benefit provider, connects you with a Member Care Specialist who can help you understand and effectively navigate your health benefits. CareCounsel provides support for healthcare and insurance-related issues, including:

- Answer benefit and Open Enrollment questions
- Find in-network doctors and hospitals
- Seek second opinions
- Obtain pre-authorizations and cost estimates for procedures
- Assist with filing insurance claims and appeals
- Obtain access to the Stanford Health Library
- Get assistance with Medicare questions and the Medicare enrollment process

***This benefit is available at no cost to all employees and their eligible dependents enrolled in one of the foundations health (medical, dental or vision) plans.***

Phone: **(888) 227-3334** (normal business hours are M – F 6:30 am to 5:00 pm PST)

Email: [staff@carecounsel.com](mailto:staff@carecounsel.com)

## Pet Insurance

Voluntary Pet Insurance, offered by Nationwide Insurance, covers routine pet care, accidents, and injuries for dogs, cats, avian and exotic pets. Please note pre-existing conditions for pets are not covered. You can elect or cancel coverage at any time during the year. Premiums can be billed directly or set up as ACH payments with Nationwide. While you will be responsible for the full cost of this benefit, you can receive discounted pricing by enrolling through Hewlett.

Enroll online at [petinsurance.com/the-william-and-flora-hewlett-foundation](http://petinsurance.com/the-william-and-flora-hewlett-foundation)

Contact Nationwide at [PetsNationwide.com](http://PetsNationwide.com) (enter company name: **The William and Flora Hewlett Foundation**) or by calling **(877) 738-7874**.

## TicketsAtWork

TicketsatWork is a corporate benefits program that provides employees with access to discounted packages not always available to the general public. You can find events with discounts from 20% – 60% for travel and entertainment – preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and more. To access discounts, sign-up at: [ticketsatwork.com/tickets/account.php?sub=enroll](http://ticketsatwork.com/tickets/account.php?sub=enroll). Use company code: "WFHF2017"

## Matching Gift Program

The Hewlett Foundation provides a generous matching gift benefit for active benefit eligible employees, offering a 4:1 ratio, with a maximum contribution of \$10,000 per employee to support the personal philanthropic and community engagement initiatives. Additionally, employees can have their volunteering hours matched at rate of \$25 per hour with an annual maximum of \$1,000. The program matches gifts for qualifying monetary donations to eligible nonprofit organizations.

# Professional Development & Education Programs

The Hewlett Foundation provides several professional development programs that encourage employees to enhance their skills and knowledge, as well as advance their careers. All regular full-time or part-time employees working at least 24 hours per week are eligible upon date of hire. Reimbursement under this program is offered in partnership with Vault.

## Educational Assistance Program

We help reimburse employees up to \$5,250\* per year (per IRS guidelines) for education and training that improves your professional skills and capabilities.

## Student Loan Reimbursement

The foundation will help reimburse employees up to \$5,250\* per year (per IRS guidelines) to pay for student loans taken out exclusively for “qualified higher education expenses.” This includes loans that were incurred for the employee’s costs of attendance (i) in pursuit of a degree, certificate, or other program that would lead to a “recognized educational credential”, and (ii) while carrying a course load at least one-half (1/2) of the normal course load for that particular course of study. Attendance at an “eligible education institution” is required. In general, this will include all colleges, universities, vocational schools, and other post-secondary institutions that are eligible to participate in the federal student aid program.

Other Qualifications:

- Loans from the government or a financial institution
- Loans incurred by the employee for the employee’s education
- A qualified education loan that has been refinanced will continue to be qualified

Disqualifications:

- Loans from family members or tax-qualified employer retirement plans (e.g. 401(k)/403(b) Plans)
- Loans taken out by a guardian of the employee or for an employee’s dependent

\*Note: The combined maximum reimbursement for both the education assistance and student loan reimbursement programs is \$5,250. You ***cannot*** receive \$5,250 from the educational assistance program and \$5,250 from the student loan reimbursement program.

# Employer Assisted Housing Program

## EAH Program Eligibility:

All regular full-time and part-time employees that live within a 75-mile radius of 2121 Sand Hill Road, Menlo Park (as measured by Google maps), or live in one of these 9 Bay Area Counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, or Sonoma are eligible to participate in the EAH Benefit Program. Part-time employees will have their benefit pro-rated according to their standard schedule.

## EAH Benefit (\$):

Salary Band	Benefit	% of Average Salary	Duration	Lifetime Cap
Salary < \$150K	\$18,000 per year (\$1,500 per month)	18%	8 years	\$144,000
Salary between \$150k – 300K	\$25,000 per year (\$2,083 per month)	13%	8 years	\$200,000
Salary > \$300K	\$37,500 per year (\$3,125 per month)	9%	8 years	\$300,000 <sup>1</sup>

1. Taxable Income: The benefit is treated as taxable income to the employee at the appropriate tax rate. All payments are subject to withholding for income and employment taxes.

Please refer to the Benefit Policy Overview for further details.

# Time Off

## Flex Leave

The William and Flora Hewlett Foundation provides combined paid leave for vacation or sick leave based upon your work schedule and tenure at the foundation. Accrual rates follow this schedule:

- Year One: 160 hours
- Year Two through Eight: 200 hours
- Year Nine on: 240 hours

The maximum accrual is 320 hours. You will stop earning the monthly Flex Leave accrual upon reaching this maximum. Unused Flex Leave balances will roll over to the next year up to the maximum allowed.

## Family & Medical Leave

Beginning in 2024, Family & Medical Leave will now be covered, up to 8 weeks, for employees who have 6-months of service.

- Employees with at least 6 months of service will now be eligible for up to 8 weeks of paid leave for family and medical reasons.
- Employees who have completed a minimum of 12-months of service with the foundation and worked 1250 hours, will be covered for up to 16 weeks of paid family leave/medical leave.

## Paid Holidays

The foundation provides 17 paid holidays per year for all full-time, benefits-eligible employees. Additional holidays may be designated at the discretion of the foundation.

<b>New Year's Day</b>	January 1
<b>Martin Luther King, Jr. Day</b>	January 15
<b>President's Day</b>	February 19
<b>Memorial Day</b>	May 27
<b>Juneteenth</b>	June 19
<b>Independence Day</b>	July 4
<b>Day After Independence Day</b>	July 5
<b>Labor Day</b>	September 2
<b>Federal Election Day</b>	November 5
<b>Thanksgiving</b>	November 28
<b>Day after Thanksgiving</b>	November 29
<b>Year-End Holiday Closure</b>	December 24-31

# Cost of Coverage

The William and Flora Hewlett Foundation pays for the full cost of coverage for basic Life, AD&D, STD, and LTD coverage. You share in the cost of coverage for other plans and coverage levels.

In general, you pay for health coverage before federal, state, and social security taxes are withheld, so you pay less in taxes. Please note that unless your domestic partner is your tax dependent as defined by the IRS, contributions for domestic partner coverage must be made after-tax. Similarly, Hewlett's contribution toward coverage for your domestic partner and his/her dependents will be reported as taxable income on your W-2. Contact your tax advisor for more details on how this tax treatment applies to you. Notify HR if your domestic partner is your tax dependent.

Your Monthly Cost	Earnings Under \$99,999	Earnings Between \$100,000 - \$174,999	Earnings Between \$175,000 - \$224,999	Earnings Greater Than \$225,000
Blue Shield	10%	12%	14%	16%
Kaiser	11%	13%	15%	17%
MetLife Dental	15%	15%	15%	15%
VSP Vision	15%	15%	15%	15%

## Voluntary Life and AD&D

Your cost for employee coverage will depend on your age and how much coverage you buy. The cost increases for a higher age and higher benefit amount. The cost of spouse coverage is based on your age and amount of spouse coverage. The cost of child coverage is based on the policy amount selected and covers all children. These rates will be calculated for you when you enroll online.

## Voluntary Life with Long Term Care

Your cost for employee and/or spouse coverage depends on your age and how much coverage you buy. If you decide to enroll, you'll pay premiums directly from your personal bank account (there are no payroll deductions for this plan).

# For Assistance



Get help with your benefits however you feel most comfortable. You have many different ways to get answers to your questions and assistance with coverage and claims issues. Use the resources on the following pages freely!

## Get to know your benefits portal

MyBenefits.Life gives you 24/7 access to general benefits information and benefit-related documents and forms anytime, anywhere. Log on from your computer, tablet, or smartphone.

[hewlett.mybenefits.life](https://hewlett.mybenefits.life)  
Enter your guest key: **Hewlett**

## Your professional Health Advocate

The foundation offers you confidential access to Health Advocates with CareCounsel who can help you with resolve healthcare and insurance-related issues

[staff@carecounsel.com](mailto:staff@carecounsel.com)  
(888) 227-3334  
6:30 am - 5:00 pm Mon-Fri PT



# Plan Contacts

Provider / Plan type	Phone	Web / Email	Policy / Group #
Blue Shield Medical HDHP and HMO	(888) 256-1915	<a href="http://blueshieldca.com">blueshieldca.com</a>	W8002394
Kaiser Medical HMO	(800) 464-4000	<a href="http://kp.org">kp.org</a>	2064
MetLife PPO	(800) 638-5433	<a href="http://metlife.com">metlife.com</a>	5386718
VSP Vision	(800) 877-7195	<a href="http://vsp.com">vsp.com</a>	12199326
Spring Health	(240) 558-5796	Web: <a href="http://care.springhealth.com">care.springhealth.com</a> Email: <a href="mailto:careteam@springhealth.com">careteam@springhealth.com</a>	14673
Claremont Employee Assistance Program	(800) 834-3773	<a href="http://claremonteap.com">claremonteap.com</a>	06302A
Bank of America Health Savings Account	(800) 718-6710	<a href="http://myhealth.bankofamerica.com">myhealth.bankofamerica.com</a>	N/A
Navia Flexible Spending, Commuter and Healthcare Reimbursement Accounts	(425) 452-3500	<a href="http://naviabenefits.com">naviabenefits.com</a>	N/A
New York Life Life/AD&D and Disability Insurance	(800) 842-4462	<a href="http://newyorklife.com">newyorklife.com</a>	Life/ADD: SGM-603670 Disability: SGD-603614
Chubb Voluntary Life with Long Term Care	(888-259-0908)	<a href="http://bcgenrollnow.com/Hewlett2024">bcgenrollnow.com/Hewlett2024</a>	Hewlett
Concierge Life Individual Life Insurance	(888) 466-4446	Web: <a href="http://maguireinsurance.com">maguireinsurance.com</a> Email: <a href="mailto:brian.maguire@summitalliance.net">brian.maguire@summitalliance.net</a>	N/A
Bright Horizons Backup Care & Family Supports	(877) 242-2737	<a href="http://clients.brighthorizons.com/hewlett">clients.brighthorizons.com/hewlett</a> First Time Users: Click Join Now Mobile App Registration: Username: Hewlett Password: Care4you	N/A
Cigna Medical Benefits Abroad	(800) 243-1348	<a href="http://cignaenvoy.com">cignaenvoy.com</a>	11BYCA000267
International SOS Travel Assistance Program	(215) 942-8226	<a href="http://internationalsos.com">internationalsos.com</a>	ADD-N04252019
Chubb/ACE Business Travel Accident	(800) 336-0627	<a href="http://chubb.com">chubb.com</a>	60882
Fidelity Investments 403(b) Plan	(800) 343-0860	<a href="http://fidelity.com">fidelity.com</a>	N/A
Care Counsel Health Care Advocacy	(888) 227-3334	Web: <a href="http://carecounsel.com">carecounsel.com</a> Email: <a href="mailto:staff@carecounsel.com">staff@carecounsel.com</a>	N/A
Nationwide Pet Insurance	(877) 738-7874	<a href="http://PetsNationwide.com">PetsNationwide.com</a>	N/A
Vault	(512) 522-1913	Email: <a href="mailto:genius@vault.co">genius@vault.co</a>	N/A

# Words You Need to Know

Health insurance seems to have its own language. You will get more out of your plans if you understand the most common terms.

## Medical Terms

**OUT-OF-POCKET COST** - A healthcare expense you are responsible for paying with your own money, whether from your bank account, credit card, or from a health account such as an HSA, FSA or HRA.

**DEDUCTIBLE** - The amount of healthcare expenses you have to pay for with your own money before your health plan will pay. The deductible does not apply to preventive care and certain other services.

**COINSURANCE** - After you meet the deductible amount, you and your health plan share the cost of covered expenses. Coinsurance is always a percentage totaling 100%. For example, if the plan pays 70% coinsurance, you are responsible for paying your coinsurance share, 30% of the cost.

**COPAY** - A set fee you pay for specific healthcare services, such as doctor visits or prescription fills. Your health plan covers the remaining costs.

**IN-NETWORK / OUT-OF-NETWORK** - In-network providers (doctors, hospitals, labs, etc.) have agreements with your health plan to charge lower fees to plan members. Out-of-network providers may cost more because the providers are under no obligation to limit their maximum fees. With some plans, such as HMOs and EPOs (Exclusive Provider Organization), services from out-of-network providers are not covered at all.

**OUT-OF-POCKET MAXIMUM** - The most you'll pay for covered healthcare expenses in one year. Once you reach your plan's out-of-pocket maximum dollar amount (by paying your deductible, coinsurance and copays), the plan covers all eligible expenses for the rest of the plan year.

## Prescription Drug Terms

**BRAND NAME** - A drug sold under its trademarked name. For example, Lipitor is the brand name of a common cholesterol medicine. You generally pay a higher copay for brand name drugs.

**GENERIC DRUG** - A drug that has the same active ingredients as a brand name drug, but is sold under a different name. For example, Atorvastatin is the generic name for medicines with the same formula as Lipitor. You generally pay a lower copay for generic drugs.

**PREFERRED DRUG** - Each health plan has a list of prescription medicines that are preferred based on an evaluation of effectiveness and cost. Another name for this list is a "formulary." The plan may charge more for non-preferred drugs or for brand name drugs that have generic versions. Drugs that are not on the preferred drug list may not be covered.

## Dental Terms

**BASIC SERVICES** - Dental services such as fillings, routine extractions and some oral surgery procedures.

**DIAGNOSTIC AND PREVENTIVE SERVICES** - Generally include routine cleanings, oral exams, x-rays, and fluoride treatments. Most plans limit preventive exams and cleanings to two times a year.

**MAJOR SERVICES** - Complex or restorative dental work such as crowns, bridges, dentures, inlays and onlays.

## Life & Long Term Care Insurance Terms

**GUARANTEE ISSUE** - A type of life insurance that accepts anyone up to age 70, with no medical exam or health information required.

**MODIFIED GUARANTEE ISSUE** - A type of life insurance that requires limited medical questions (typically four) to obtain coverage.

**SIMPLIFIED ISSUE** - A type of life insurance that requires additional medical questions (typically seven) depending on age, relation to employee and amount of coverage requested coverage.

# Important Plan Notices & Documents

## Monthly Measurement Period

You and your dependents are eligible for the plan if you are a full-time employee. A full-time employee is generally an employee who works on average 130 hours per month, as defined by the Affordable Care Act (ACA). Hours that count toward full-time status include each hour for which an employee is paid or entitled to payment for the performance of duties for the employer, and each hour for which an employee is paid or entitled to payment for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty, or leave of absence. ACA full-time status can affect or determine major medical benefits eligibility but is not a guarantee of benefits eligibility. The William and Flora Hewlett Foundation uses the monthly measurement method to determine whether an employee meets this eligibility threshold.

## Current Health Plan Notices

Notices must be provided to plan participants on an annual basis, and are posted on the Benefits Center and include:

- **Medicare Part D Notice**  
Describes options to access prescription drug coverage for Medicare eligible individuals.
- **Women's Health and Cancer Rights Act**  
Describes benefits available to those that will or have undergone a mastectomy.
- **Newborns' and Mothers' Health Protection Act**  
Describes the rights of mother and newborn to stay in the hospital 48-96 hours after delivery.
- **HIPAA Notice of Special Enrollment Rights**  
Describes when you can enroll yourself and/or dependents in health coverage outside of open enrollment.
- **HIPAA Notice of Privacy Practices**  
Describes how health information about you may be used and disclosed.
- **Notice of Choice of Providers**

Notifies you about the plan's requirement that you name a Primary Care Physician (PCP).

- **Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)**  
Describes availability of premium assistance for Medicaid eligible dependents.
- **Nondiscrimination and Accessibility Requirements Notice**  
Describes an organization's compliance with Federal non-discrimination laws along with communication and language assistance services.

## Summary Plan Descriptions

A Summary Plan Description (SPD) is the legal document for describing benefits provided under the plan as well as plan rights and obligations to participants and beneficiaries. The following Summary Plan description is available on the Benefits Center:

- **The William and Flora Hewlett Foundation Employee Health and Welfare Benefit Plan Summary of Benefits and Coverage**

A Summary of Benefits and Coverage (SBC) is a document required by the Affordable Care Act (ACA) that presents benefit plan features in a standardized format. The following SBCs are available the Benefits Center.

- **Blue Shield HDHP**
- **Blue Shield HMO**
- **Kaiser HMO**

Paper copies of these documents and notices are available if requested. If you would like a paper copy, please contact HR at **(650) 234-4500**.

## COBRA Continuation Coverage

You and/or your dependents may have the right to continue coverage after you lose eligibility under the terms of our health plan. Upon enrollment, you and your dependents receive a COBRA Initial Notice that outlines the circumstances under which continued coverage is available and your obligations to notify the plan when you or your dependents experience a qualifying event. Please review this Notice carefully to make sure you understand your rights and obligations.

