



# Benefits Policies



**Notion Tip:** Your wiki is a perfect place to not only describe benefits, but link out to all necessary info so your employees feel informed. Below, we've provided sample content and some recommendations!

## Health

- Include a link to any sort of dashboard or enrollment system here.
- Here's plan we offer - check out their full offerings.

Pro tip: You want to make these details super easy to access at any time!

[Anthem PPO Summary.pdf](#)

- Link to the websites for plan administrators.

Pro tip: Maybe you link to the site where people can find doctors.

Oscar | A new kind of health insurance company  
Get covered. Feel better. Sign up to get health insurance for you, your family, and business.  
<https://www.hioscar.com/ny>



## Dental

- You should link or upload any of the information people need to understand what's covered and what's not for what price.

[Guardian Dental Summary.pdf](#)

- If there's a list of in-network dentists, make it easy to access here.

## Life Insurance

- Include the administrator of these plans here and links to any more detail they have.

Guardian - Insurance, Investments & Employee Benefits



Guardian offerings range from life insurance, disability income insurance, annuities, and investments to dental and vision insurance and employee benefits.

 <https://www.guardianlife.com/>

- Are there specific dates when people need to enroll or re-enroll or elect new beneficiaries? Keep that info up to date. Whenever you change it, let everyone know.

## Retirement

- Who handles your team's 401(k) accounts?
- Link to or upload a PDF of instructions for selecting a contribution amount.

The 401(k) for Startups and Small Businesses - Human Interest



Human Interest makes it easy to offer a 401(k). We automate administration and help your employees plan for their futures with built-in investment advising.

 <https://humaninterest.com/>

- You could even link to a few articles providing advice on how to handle retirement here. You know, like these:
  - **Motley Fool:** [Our Guide to 401\(k\)s for Beginners](#)
  - **The Wall Street Journal:** [How to Make the Most of Your 401\(k\) Plan](#)

# Commuting

- Do you offer any subsidies for people who pay to commute to work?
- What types of transportation are eligible?
  - For each type, what's the amount of the subsidy?
- Do you reimburse mileage? If so, by how much?
- If you really want to go above and beyond, list out the best ways to get to the office from common locations people live! Link to transportation schedules.

## Commuter Tax Benefits | bart.gov

Bay Area employers with 50 or more employees are now required to register and offer commuter benefits to their employees in order to comply with the Bay Area Commuter Benefits Program. Please visit [www.511.org](http://www.511.org) or call 511 and say "Commuter Benefits".

 <https://www.bart.gov/tickets/benefits>