

# Not just insurance. Assurance.

Improving the employee benefits experience  
for more than 40 years



Services & Capabilities Overview

# Employee Benefits Solutions

From compliance to communication, let us provide a full spectrum of solutions for you and your company. We understand the challenges today's employers face, and we know you're asked to take on more than ever before. Expect more from a broker—expect our full spectrum of solutions.

## Employee benefits

Medical, dental, vision, pharmacy, group life, Short-Term and Long-term disability, Employee Assistance programs Long-term Care Insurance, Wellness programs, Health savings accounts, telemedicine, and many more.

## HR resources

Human resources consulting, hotlines and information portals for both HR professionals and employees, employee communications and enrollment support, benefits benchmarking, employee engagement surveys and programs, and more.

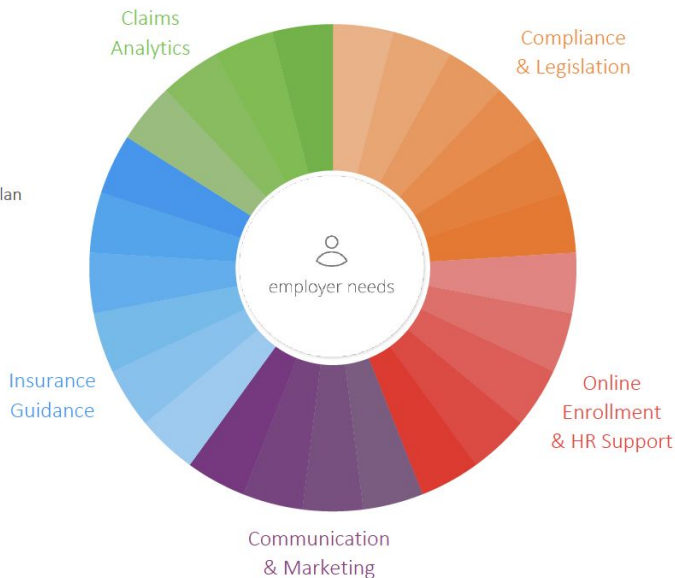
## Business services

Risk mitigation strategies and consulting, business insurance, property & casualty, directors insurance, E&O insurance, and more.

# Exceeding Expectations

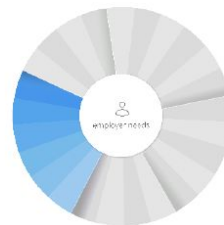
- ACA & DOL Compliance
- 6055/6056 Reporting
- 1094/1095 Filing
- HR Assistance
- Employee Benefits Statements
- Employee Handbook
- Vacation Tracking
- Online Enrollment
- Onboarding/Offboarding Assistance Plan
- Design Decision Support
- Employee Portal/HR Intranet
- Health & Wellness Information
- Healthy Lifestyles/Fitness Programs
- Employee Newsletters & Videos
- Employee Communications
- Quote Plans
- Claims & Billing Assistance
- Negotiate Renewal
- Plan Comparison
- Coverage & Policy Expertise
- Application Submission
- Plan Design & Selection Support
- Medical & Prescription Analytics
- Plan Disruption Analysis
- Employee Retention Strategies

## Our Services



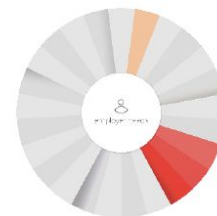
Lyceum provides a full complement of services compared to either a typical broker or HR tech startups, which only cover a small portion of the needs of the modern human resources team.

## Typical Services



From Brokers

Break away from the mold of the traditional broker. The average broker meets your basic needs when it comes to claims, plans and renewal negotiation. What about open enrollment? New legislation? Department of Labor (DOL) compliance?



From Technology Companies

New tech giants can be focused on curing the pains of HR, such as benefits administration and small compliance issues, but lack the personal touch and insurance expertise that an independent broker like us provides.

# Benchmarking Services

## HEALTH PLAN DESIGN BENCHMARK SUMMARY

See how your organization's health plan offerings—including plan type, deductible and out-of-pocket maximums—stack up against national and regional competitors with the annual Health Plan Design Benchmark Summary.

## EMPLOYEE BENEFITS BENCHMARK SUMMARY

Discover the annual Employee Benefits Benchmark Summary that provides benchmarking information on how employers across the nation are responding to rising health care costs and how they are using benefits as a tool to attract and retain talent.

## INTERACTIVE HEALTH PLAN DESIGN BENCHMARKING TOOL

Let us help you create a customizable report to illuminate exactly how your organization's health plan offerings compare to your competitors' plans.

## KNOW YOUR BENEFITS: THE COST OF HEALTH CARE REPORTS

Provide your employees with valuable data regarding the cost of health care in your region. This can help make them wiser consumers of health care, which, in turn, can help them lower their health care expenses and save your company money.

# Benefits Administration

## COMPLIANCE

Use timely Compliance Bulletins and comprehensive Compliance Overviews to comply with and understand benefits rules and regulations.

## EMPLOYER EDUCATION

Understanding the vast array of employee benefits terminology, legislation and plan options can be complex and time-consuming. Choose from hundreds of educational resources that are designed to be easy to understand.

## PLAN DESIGN, ADMINISTRATION AND STRATEGY

Review annual benefits benchmarking surveys to see how your organization's offerings stack up against regional and national competitors. With dozens of sample plan designs and timely benchmarking data, we'll help you find the plan that is right for your employees and your organization's bottom line.

## OPEN ENROLLMENT TOOLS

Choose from a variety of educational resources, checklists, presentations and guides to provide your employees with the tools they need to succeed during your open enrollment period.

## EMPLOYEE COMMUNICATIONS

Unless your employees are aware of your benefits offerings, they won't be nearly as effective. Tackle mounting employee communication concerns with customizable benefits announcements, employee newsletters and presentations.

## Compliance Services

### HEALTH CARE REFORM

Health care reform is a primary concern for employers. We have a vast array of materials on health care reform to make it easy to stay on top of the ever-changing laws associated with health care reform.

### FMLA COMPLIANCE

Complying with the Family Medical Leave Act (FMLA) is an important responsibility for HR and benefit managers. We have easy-to-understand informational materials and forms you need to administer FMLA within the law.

### COBRA COMPLIANCE

Administering the Consolidated Omnibus Budget Reconciliation Act (COBRA) is another vital HR responsibility. Access numerous employer- and employee-facing educational pieces, as well as model forms and notices to help you remain compliant.

### DOL COMPLIANCE

Over the past few years, the Department of Labor (DOL) has ramped up its enforcement of federal laws, such as the Fair Labor Standards Act (FLSA). Attorney-created resources can help you learn about DOL compliance obligations and make sure you are following all of the rules.

### HIPAA COMPLIANCE

Plan sponsors know the importance of complying with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and HIPAA Privacy and Security regulations, but sometimes the implications of those laws on a business can be unclear. We can help our clients understand HIPAA laws and stay current with updates, as well as make administration easier with notices and forms.

## Employee Education

### EMPLOYER RESOURCES

Learn more about effective employee communications strategies with a variety of easy-to-read articles and guides. Some of these resources also include implementation guidelines and best practices.

### KNOW YOUR BENEFITS SERIES

Your employees need health care communications that are easy to understand. The Know Your Benefits series provides updates and information on health care changes in simple language.

### WELLNESS RESOURCES

According to a recent study by MetLife, two-thirds of U.S. employees want employer-sponsored wellness programs and materials. Access a variety of employee facing flyers, newsletters, posters, emails and guides designed to help employees live a healthier life.

### BENEFITS SNAPSHOTS AND STATEMENTS

Use the customizable total compensation statements and benefits snapshots to show your employees the true value of the benefits you provide.

### ENROLLMENT TOOLS

Provide your employees with all the tools they need to succeed during open enrollment season, including benefits elections forms, flyers, presentations and emails.

## Employee Handbook Services

### EMPLOYMENT POLICIES

Communicate your company's compliance with various employment rules and regulations. This section includes policies related to employment, such as employee termination and equal employment opportunity.

### WORKPLACE CONDUCT POLICIES

Use the policies in this section to document your company's rules and guidelines for various workplace conduct. This section includes policies on drug and alcohol testing, harassment, disciplinary action and employee complaints.

### TIME AWAY FROM WORK POLICIES

Outline your company's rules on various time away from work scenarios. This section includes policies on funeral leave, jury duty, lunch and rest periods, and paid time off.

### GENERAL PRACTICES POLICIES

Use the policies included in this section to outline general company regulations and procedures. This section includes policies on attendance, dress code, employee fraternization, smoking and workers' compensation.

### OTHER POLICY SECTIONS

In addition to the sections explained above, the completed employee handbooks include an introductory section, as well as a section on employee benefits and information and office security.

## Employee Retention

### BENCHMARKING

Employees highly value a good, comprehensive benefits package. See how your organization's medical and voluntary benefits stack up against national and regional competitors with annual benchmarking reports.

### HR RESOURCES

Use the HR Insights series and the monthly HR Brief newsletter to remain educated on popular and trending employee benefits, and recruiting and retention topics.

### HR TOOLKITS

The HR Toolkits cover a variety of topics like company culture, career pathing and millennial retention. Each guide provides an in-depth overview of the specified topic and offers best practices for implementation.

### BENEFITS EDUCATION RESOURCES

The Benefits Insights series serves as a reliable resource for all types of benefits-related topics and provides you with answers when you have questions.

### WORKPLACE WELLNESS RESOURCES

According to a recent study by MetLife, two-thirds of U.S. employees want employer-sponsored wellness programs and materials. Access a variety of employee facing flyers, newsletters, posters, emails, videos and guides designed to help employees live a healthier life.

# Enrollment Services

## COMPREHENSIVE GUIDES

Comprehensive enrollment guides are a crucial information source for employees during your open enrollment period. Each guide can be customized to fit your specific needs.

## EMPLOYER RESOURCES

Open enrollment is vital to the success of your benefits program, but it is a complex and demanding process with many components, legal obligations and responsibilities. Let's work together to make your next enrollment period more efficient and effective with employer-facing resources.

## OPEN ENROLLMENT FORMS

Use customizable, interactive benefits election forms to make open enrollment easier.

## EMPLOYEE EDUCATIONAL RESOURCES

Health and other insurance coverages are valuable benefits for employees, but individuals can only take full advantage of them if they understand what the benefits are and how they work. Access an array of employee educational pieces.

## EMPLOYEE COMMUNICATIONS

One key for successful enrollment is effective employee communication. Provide your employees with hundreds of customizable employee communications, including posters, payroll stuffers, flyers and presentations.

# HR Assistance

## HR EDUCATION

Use the monthly HR Brief newsletter and the HR Insights and HR Q&A series to remain educated on the everchanging rules, regulations and trends in the HR industry.

## EMPLOYEE HANDBOOK

Finding time to write an employee handbook and keep it updated can be difficult. Our clients have access to two versions of a professionally written and attorney reviewed employee handbook with over 80 sample policies and related forms that you can use to revamp your handbook.

## BENCHMARKING

An attractive benefits program is vital for your recruiting and retention efforts, but it is also a significant expense. Reviewing annually updated benchmarking data to analyze how other companies are structuring their plans, as well as the strategies they are using to cut costs, can help you make your own benefit plan decisions.

## HR TOOLKITS

The HR Toolkits cover a variety of topics like interviewing, onboarding and terminating employees. Each guide provides an in-depth overview of the specified topic, and offers best practices for implementation.

## BENEFITS EDUCATION AND COMMUNICATION

One of the most important jobs for an HR professional is to communicate benefits effectively with employees. Help employees understand your benefits offerings with a variety of customizable articles, presentations, posters and emails.

Get a free customized  
employee benefits  
benchmark report  
with a quick phone call

CALL (301) 840-6624

EMAIL [steve@lyceumins.com](mailto:steve@lyceumins.com)

VISIT [lyceumins.com](http://lyceumins.com)

