



Benefits Guide

2022-2023 Plan Year

Part Time Flexible Associates

Table of Contents

Welcome Message	3
Your Benefits Package	4
Frequently Asked Questions	5
401(k) Retirement Savings Plan.....	6
Student Loan Counseling and Assistance Program.....	7
Employee Assistance Program	9
Group Discount Program	10
2022 Holiday Schedule	11
Contacts.....	12

Welcome

Welcome to Easterseals Southern California (ESSC). Our purpose is to make profound, positive differences in people's lives, and our associates make that possible. That is why we are committed to providing a benefits program that is comprehensive and competitive in order to meet your needs. As a Part-Time Flexible Associate (standard weekly hours less than 20) you are eligible to participate in our Employee Assistance Program, 401(k) Retirement Plan, Group Discount Program and more!

This guide provides a general overview of your ESSC benefits. To learn more, please visit the Benefits page on the intranet at <https://inside.essc.org/>.



Your Benefits Package

As an ESSC associate, you may be eligible for a number of great benefits, including:

- 401(k) plan through Lincoln Financial Group
- Employee Assistance Program through Optum
- Group Discount Program through PerkSpot
- Holiday Pay
- Student Loan and Counseling Assistance Program

TAKE ACTION! This guide describes your health plan options and other important benefits. Use this information, along with other helpful resources available in UKG and the Benefits page on the Intranet to choose the coverage that’s right for you and your family.

Be sure to enroll within 30 days of your date of hire, or status change date, to make the most of your benefits.

Eligibility, Enrollment and Waiting Periods

Eligibility, enrollment and waiting periods vary by plan and role. Please review the table below and plan documents. Plan documents can be found on the benefits page: <https://inside.essc.org/>.

Benefit Plans	Enrollment Period	Eligibility
401(k) Plan with Company Match PTO Accrual	Immediately upon date of hire	
<ul style="list-style-type: none"> • EAP • PerkSpot 	At any time	Upon date or hire

Frequently Asked Questions

What is UKG?

UKG is where we house your employee record. You can view and update your personal contact, direct deposit and taxes. You can even view your benefits summary and pay stub.

- Access UKG online by going to essc.okta.com
- Log in using your OKTA credential from IT
- Select the tile "UKG"
- Toggle to the left hand side and view your Employee page and more!

OKTA Log in – If you do not have your OKTA log in information, contact the Helpdesk Team by emailing helpdesk@essc.org with "OKTA Login Assistance" in the subject line.

How do I access the benefits tab on the Intranet?

Log in to ESSC intranet page, then click on the tab "Benefits" for information about the benefit plans.

- Access the Easterseals intranet by going to <https://inside.essc.org/>
- If you are logging in from your personal device, your username and password is:
 - **Username:** Your ESSC email address and
 - **Password:** The password you use to log in to your ESSC email account

If you need assistance with logging in to the intranet, contact a member of the help desk at helpdesk@essc.org or (714) 834-1111 and press 4 for Information Technology.

Who do I contact if I have questions about my benefits?

If you have questions, please contact a member of the benefits team during the hours of 9:00 a.m. to 5:00 p.m. at:

- Lydia Nhem (657) 207-5364
- Lorraine Mills (657) 207-5775
- benefits@essc.org

401(k) Retirement Savings Plan

Easterseals offers a 401(k) retirement plan, administered by Lincoln Financial Group, to help you save for the future while reducing your taxes today.

401(k) Retirement Savings Plan	
Eligibility	You are eligible to participate in the plan upon hire if you are a regular or temporary part time or full time associate.
Auto-Enrollment	New hire associates are automatically enrolled into the 401(k) plan at 3%, unless you opt out of the benefit.
Employer Match	100% of the first 1%, 50% of the next 5%. 100% vested after 2 or more years of service.
Employee Contributions Pre-Tax and/or Roth	You can start, change and stop your 401(k) contributions at any time. To change your contributions, you can contact Lincoln at (800) 234-3500 or go online to lincolnfinancial.com/retirement .
Employee Contributions Limit	You can contribute from 1% to 90% of eligible earnings each year.
IRS Maximum	IRS maximum for 401(k) pre-tax and/or Roth post-tax is \$20,500 for 2022. In addition, if you are age 50 or older, you can contribute an additional \$6,500 as a catch-up contribution.

This benefit is available throughout the year.



Student Loan Counseling and Assistance Program

At ESSC we have many associates who have continued their education and have outstanding student loan debt. Student loan debt is known to impact their financial and mental stress. If you are faced with student loans, I'm pleased to introduce a solution to help support you and your family.



Who is PeopleJoy?

Premier Student Loan Employee Benefits.

"Pursuing happiness through financial stability" Founder and CEO, Emeka Oguh, believes that you cannot pursue joy and live life in the manner that you want if you have debt dragging you down. PeopleJoy, was named with that belief in mind.

What Solutions are offered through PeopleJoy?

Associates with student loans are now eligible for counseling to assist with how to best manage their student loans. Public Student Loan Forgiveness (PSLF) waivers and loan payment suspensions that have recently become available can be challenging to navigate. ESSC has partnered with PeopleJoy to support the process. Here are more details about PeopleJoy's services:

- PeopleJoy prevents PSLF applicants from getting rejected by guiding them through every step of the process.
- They provide a free student loan analysis as well as personalized, ongoing student loan resources and support as a service.
- The coaching and advisory services of PeopleJoy are paid 100% by ESSC!

Who is eligible?

All associates are eligible to participate; however, there are other qualifications to submit a loan forgiveness application such as being full time.

How do I get started?

Visit easterseals.peoplejoy.com to get started today using your work email address to complete the PeopleJoy loan assessment!

Have questions?

Email PeopleJoy at support@peoplejoy.co

Employee Assistance Programs

Life presents complex challenges. If the unexpected happens, you want to know that you and your family have simple solutions to help you cope with the stress and life changes that may result. Easterseals has partnered with Optum to offer the following assistance program to you and your family members:

Employee Assistance Programs	
EAP Assistance Programs	Description
Emotional or Work Life Counseling	<ul style="list-style-type: none"> • Helps address stress, relationship or other personal issues you or your family members may face. • Includes up to five face-to-face or virtual emotional work-life counseling sessions at no cost to you per occurrence per year.
Financial Information and Resources	<ul style="list-style-type: none"> • Consultation on issues such as: financial planning, investments, credit and collections, taxes, home buying, recovering from debt and school funding • Telephone based financial information from credentialed financial professionals including licensed CPAs and Certified Financial Planners • Individuals receive up to 60-minutes of telephonic consultation per separate issue, per year
Legal Support and Resources	<ul style="list-style-type: none"> • Free 30 minute telephonic or face to face consultation with a state specific attorney per separate issue per year • Retain the same attorney for ongoing representation at a 25% discounted rate • Help is available for a variety of issues including: separation and divorce, living wills, criminal matters and document preparation
Mediation	<ul style="list-style-type: none"> • Free 30 minute telephonic or face to face with a qualified mediator per separate issue, per year • Referrals for face to face professional mediation at 25% discounted rate • Help is available for issues, including: child custody, child support, debt division, inheritance disputes and property division
Getting in Touch is Easy!	<ul style="list-style-type: none"> • For access over the phone, simply call (866) 248-4094 or you can register online and have 24/7 access to resources online at liveandworkwell.com (access code: essc)

This benefit is available throughout the year.



Group Discount Program

PerkSpot

A member only discount marketplace that provides you with access to hundreds of brand name retailers in your area and through the United States.

GET STARTED TODAY!

1. Sign up or log in at essc.perkspot.com and use passphrase: Easterseals
2. Access discounts from hundreds of merchants
3. Keep an eye out for new discounts in PerkSpot's weekly email

This benefit is available throughout the year.



Holiday Schedule

New Year's Day (observed)	Monday, January 3, 2022
Martin Luther King, Jr. Day	Monday, January 17, 2022
Presidents' Day	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth (observed)	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving	Thursday, November 24, 2022
Day after Thanksgiving	Friday, November 25, 2022
Christmas Day (observed)	Monday, December 26, 2022
New Year's Eve	Friday, December 30, 2022

PLEASE NOTE: *For associates in service lines that do not have traditional hours (e.g., services that continue to support individuals regardless of holiday closures), please discuss scheduling arrangements with your supervisor.*

Questions or Need Help?

Easterseals Contacts

Inquiry Type	Contact	Phone Number	Hours of Operation	Email Address
UKG	HRIS Team	(657) 301-3388	n/a	helpdesk@essc.org
Benefits	Lydia Nhem Lorraine Mills	(657) 207-5364 (657) 207-5775	M-F, 9 a.m. - 5 p.m.	benefits@essc.org
Leave of Absence	Mia Barawid	(657) 207-5375	n/a	loa@essc.org

Insurance Provider Contacts

Vendor/Plan Number	Contact Number	Hours of Operation	Online Access
401(k) Lincoln /ESSC001	(800) 234-3500	M-F, 5 a.m. - 5 p.m.	lincolnfinancial.com/retirement
Student Loan Counseling Assistance PeopleJoy	(800) 653-1812	M-F, 5 a.m. - 5 p.m.	support@peoplejoy.co
EAP Optum	(866) 248-4094	n/a	liveandworkwell.com

IMPORTANT: This guide is intended to provide a brief summary of your benefits. If there is a discrepancy between this guide and the official plan documents, the plan documents will govern. You can access the plan documents by visiting the benefits tab on the intranet or by emailing benefits@essc.org.



1063 McGaw Avenue
Suite 100
Irvine, CA 92614
(714) 834-1111
easterseals.com/southernca

July 2022