



easterseals

Southern California

Benefits Guide

2022-2023 Plan Year



Part Time Associates

Table of Contents

Welcome Message	3
Your Benefits Package	4
Frequently Asked Questions	5
Voluntary Insurance	6
401(k) Retirement Savings Plan	9
Student Loan Counseling and Assistance Program	10
Employee Assistance Program	12
Group Discount Program	13
Paid Time Off	14
2022 Holiday Schedule	16
Contacts	17

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. ESSC not only provides voluntary benefits to help you stay physically healthy, but offers a 401(k) plan to help you stay financially healthy in the future.

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:

- Voluntary Benefits
- 401(k) plan through Lincoln Financial Group
- Employee Assistance Program through Optum
- Group Discount Program through PerkSpot
- Paid Time Off and Holiday Pay
- Student Loan Counseling and 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	
Voluntary Benefits	30 days from date of hire or status change date	New Hire: First day of the month following 30 days of employment Regularly scheduled to work 20+ hours per week
• EAP • PerkSpot	At any time	Upon date of hire

Frequently Asked Questions

How to enroll or make changes to voluntary benefits?

- To enroll or obtain additional information, you can contact Farmington at (877)290-3944, Monday through Friday from 5:00 a.m. to 2:00 p.m.

How do I view my paid time off (PTO) accruals?

To view your PTO accruals:

- 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 click on Benefits > PTO Plan
- View your PTO plan along with available balance

OKTA log in – If you do not have your OKTA log in information, contact the help desk by:

- Email helpdesk@essc.org with “OKTA Login Assistance” in the subject line OR
- Contact help desk at (714) 834-1111 and select “Information Technology”

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



Voluntary Insurance

As an associate of Easterseals, you have access to voluntary benefits, which can help fill gaps in your health insurance and provide additional financial protection, savings and convenience. With each of these benefits, your premium payments are conveniently handled through payroll deductions on a per pay period basis. Enrollment for voluntary insurance is through our Third Party Administrator, Farmington. The cost for the voluntary plans are paid by the associate and will vary depending on the plan selection.

To learn more about voluntary insurance, call the Farmington Enrollment Line (877)290-3944, Monday through Friday from 5:00 a.m. to 2:00 p.m.

Voluntary Insurance

(Continued)

Voluntary Benefits Plans	
Voluntary Benefit	Coverage Options
MetLife Accident	<p>Accidents happen...could you use help getting back on your feet?</p> <ul style="list-style-type: none"> • 24 hours Coverage – On and off the job accidents are covered for associate, spouse and eligible dependent children up to age 26 • Benefits paid, based on a schedule for injuries such as burns, fractures and lacerations • You could also receive dollars for events and treatments such as ambulance, emergency room, intensive care, physical therapy, crutches, blood, travel and more
MetLife Critical Illness	<p>Have you ever witnessed the financial impact heart attack, stroke, cancer, major organ transplant or kidney failure has had on a friend, family member or co-worker?</p> <p>Lump Sum Benefit dollars paid to you upon confirmed diagnosis of a covered critical illness, such as cancer, heart attack, stroke and kidney failure</p> <ul style="list-style-type: none"> • Dollars paid directly to you, to use as you choose • Benefits paid in addition to medical and disability benefits • Family coverage is available to associate, spouse and eligible dependent children up to age 26 • Wellness benefit pays up to \$50 for any one covered health screening test per year for associate and spouse • A \$200 benefit amount is payable when an eligible covered person undergoes a mammogram. The Mammogram Benefit is not available in all states.
MetLife Term Life	<p>If the unthinkable happens, will your debt become someone else's burden?</p> <ul style="list-style-type: none"> • Provides valuable levels of financial security for yourself and your family • Family coverage is available for you, your spouse and your eligible children
MetLife Hospital Indemnity	<p>Are you worried about deductibles and co-payments in addition to your regular monthly bills?</p> <ul style="list-style-type: none"> • Helps with deductibles and out of pocket medical costs associated with a hospital stay • Benefits payable for hospital admission, intensive care and more

For highlight purposes only—actual carrier contract provisions will prevail.

Voluntary Insurance

(Continued)

Voluntary Benefits Plans	
Voluntary Benefit	Coverage Options
Hyatt Legal Services	<p>Legal issues happen...are you prepared for the unpredictable? Direct access to a national network of attorneys who provide telephone advice and office consultation</p> <ul style="list-style-type: none"> • Examples of covered legal services include: <ul style="list-style-type: none"> - Preparation of wills and trusts - Real estate matters - Debt matters, including identity theft • Once enrolled, cannot drop plan at any time. Changes can be made during open enrollment • Option to add parents to Family Matters Plan*
Pet Savings Plan	<p>Pet Assure - veterinarian discount program</p> <ul style="list-style-type: none"> • 25% savings on all in-house medical services at participating vets • Covers all pets in member's home, regardless of age, health or type of pet <p>PETplus – discounted pet products, prescriptions and preventatives</p> <ul style="list-style-type: none"> • Up to 50% off on products including prescriptions, preventatives, food, toys, treats and more • Shipping is always free

For highlight purposes only—actual carrier contract provisions will prevail.

**MetLife offers estate planning legal services to the parents of our current legal plan members through the Family Matters Plan. This plan can be purchased by either the associate or the parent(s) through a direct payment to MetLife Legal plans. To learn more, call MetLife at 1(800) 821-6400, Monday through Friday from 5:00 a.m. to 5:00 p.m.*

IMPORTANT: *To enroll, please call Farmington within 30 days of your date of hire. If you do not choose to participate during your eligibility period, but wish to do so in the future, proof of good health may be required.*

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.

Paid Time Off

ESSC is committed to promoting associate work life balance within the organization. Paid time off (PTO) is an important component of associate well-being because it provides flexible time away from work.

Paid Time Off (PTO)	
Eligibility	Full time and part time associates who are regularly scheduled to work on average at least 20 hours per week are eligible to accrue PTO benefits starting on the first day of employment
Where can I learn more?	Please refer to the Associate Policy Manual located on the intranet for more information
Where can I go to see my PTO Plan?	You can login to UKG, then Menu > Myself > PTO Plans
PTO Accrual Rates	PTO accruals for eligible associates are based on full time/part time status, job level, and tenure and are accrued each pay period. See table on next page.

Paid Time Off Accruals

STAFF		FULL TIME			PART TIME	
		Full time scheduled to work*			Part time scheduled to work*	
		30 < 40 hours per week		40 hours per week	20 < 30 hours per week	
	At Hire or Anniversary Year	PTO Days per year	Per Pay Period accrual	Per Pay Period accrual	PTO Days per year	Per Pay Period accrual
	At Hire	15	4.327	4.615	5	1.154
	1	16	4.615	4.923	6	1.385
	2	17	4.904	5.231	7	1.615
	3	18	5.192	5.538	8	1.846
	4	19	5.481	5.846	9	2.077
	5	20	5.769	6.154	10	2.308
	7	21	6.058	6.462	11	2.538
	10	22	6.346	6.769	12	2.769
	15	23	6.635	7.077	13	3.000
	20	24	6.923	7.385	14	3.231
	25	25	7.212	7.692	15	3.462

Eligibility	Associates scheduled to work 20+ hours per week
PTO Accrued?	Yes, per pay period
PTO for Part Time?	Yes, part time schedule for associates scheduled to work 20 < 30 hours per week
Cap	225 hours - accrual stops when cap is met
*Scheduled to work	Policy section 'How Eligibility is Determined' controls full time/part time eligibility
Directors and above	Eligible to participate in Flexible PTO Plan



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
Voluntary Insurance Farmington	(800) 621-0067	M-F, 5 a.m. - 2 p.m.	benefitsgo.com/ESSC
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.



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