



Benefits Guide

2022-2023 Plan Year

Part Time Flexible Associates

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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
- ▢ 401(k) Advisory Service through CAPTRUST
- ▢ Employee Assistance Program through Optum
- ▢ Group Discount Program through PerkSpot
- ▢ Holiday Pay

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.

401(k) Advisory Service

If you're like most retirement plan participants, you may struggle with feeling confident about making financial decisions regarding how much to save, or how to invest. Easterseals believes in helping you make the most of your benefits in order to help you build a solid financial future. That's why we are proud to introduce Retirement Blueprint by CAPTRUST.

| CAPTRUST Financial Advisors | | FREE BENEFIT |
|--|--|--------------|
| Who are they? | CAPTRUST is an independent investment advisory firm that provides investment advice to Easterseals' employees who need help navigating their retirement benefits. There is no charge to you. | |
| Is this investment advice part of my benefits package? | Yes, CAPTRUST is here to provide you with access to professional, unbiased investment advice. CAPTRUST will not sell you any products—their services are made available to you as part of the Easterseals retirement plan benefits package. When you work with CAPTRUST they will work with you to create a Retirement Blueprint, a comprehensive planning tool tailored to your individual needs. | |
| How do I make an investment advice appointment with CAPTRUST? | The easiest way to make an investment advice phone appointment is to schedule it online at www.captrustadvice.com . You can also call CAPTRUST directly at (800) 967-9948. | |

This benefit is available throughout the year.

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 |
| 401(k) Advisory Services CAPTRUST | (800) 967-9948 | Call for appointment | captrustadvice.com |
| 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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July 2022