

Part Time Benefits Guide



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“At ESSC, benefits aren’t just about coverage, they’re about caring for you as a whole person and supporting the moments in life that matter most.”

Welcome!

At ESSC, we offer benefits because your life matters. Your health, your family, your finances, and your sense of stability at every stage of your journey. We believe benefits should do more than check a box. They should help you feel supported, cared for, and confident— especially during the moments in life that matter most.

This guide is here to help you understand what's available to you, how to use it, and where to turn when you need support. Use it as a resource—something you can come back to whenever life changes or questions come up.



*Meeting you
where you are!*



Getting Started:

Eligibility, Enrollment and Support

Getting Started

“It’s easier than it looks.”



Who is Eligible

Part-time associates working between 20-30 hours per week are eligible for Voluntary Benefits (Voluntary Term Life, Accident, Hospital, Critical Illness, Legan and Pet discount program).

Eligible Dependents

Dependents are eligible, if they are:

- Spouse or domestic partner
- Children or children of spouse or domestic partner, up to age 26 for medical, dental and vision
- Disabled children of any age who cannot support themselves
- Children placed with you for adoption
- Children for whom you or your spouse is the court appointed guardian

1 | When Benefits Begin

Some benefits start right away and others begin later. Here’s a look:

New Hires: 1st of the month following 30 days of service from your date of hire

Status changes: 1st of the month following your status change date.

Details are outlined in each section of the guide.

2 | How to Enroll

Enrollment is through Workday. Go to <https://essc.okta.com> and click on the “Workday” tile.

New Hires: Navigate to “My Tasks” and go to Change Benefits Elections and click on “Let’s Get Started.” The enrollment session will be available for 30 days from your date of hire.

3 | You Are Not Alone

Choosing benefits can feel overwhelming. Help is built in:

- **ALEX** can help you compare plans based on your needs. Talk to ALEX. <https://start.myalex.com/essc>
- The **Benefits Team** is always available to answer questions.

You don't need to know everything.
You just need to make the best choice for where you are right now.

Email us at Benefits@essc.org



Caring For Your Health:

Wellness



Mental Health

Support



You carry a lot. Let Modern Health help lighten the load.

Mental health support for you and your loved ones — including therapy, coaching, meditation, and more.

Life doesn't slow down — at work, at home, or anywhere else. Whether you're navigating stress, burnout, family responsibilities, or just trying to keep your balance, Modern Health is here for you.

Coverage for dependents are included in your benefit. This includes your legal spouse or register domestic partner and children under the age of 26.

Services include:

- Six one-on-one therapy and six one-on-one coaching sessions
- Unlimited chat and text with therapists and coaches
- Join live and on-demand group sessions to connect and learn with others
- Employee Assistance Program



You **don't** have to do it alone.



Offered to all associates at no cost!

Use your benefit today!

To access therapy/coaching services, register at: my.joinmodernhealth.com
Company code: ESSC

You must use your work email when registering. Once registered, you will be prompted to change your email address for ongoing communication.

To access EAP services, go to modernhealth.helpwhereyouare.com and enter company code ESSC.



Protecting Your Financial Wellbeing:

Savings, Student Loans, Voluntary
Benefits and Discount programs

401(k) Retirement

Approach Each Life's Turning Point With Confidence



Offered to all associates

Everyone strives for a comfortable retirement. ESSC's 401(k) plan is the ideal way to achieve your retirement dreams by investing money now so you can enjoy the benefits later. The plan offers several great features, including:

- **Auto enrollment:** All new hires are auto-enrolled into the plan at 3%, unless you opt out.
- **Contribution type:** Option to elect either pretax or Roth and save up to 90% of your income up to the IRS limit.
- **Employer match:** ESSC will match 100% of the first 1% and 50% of the next 5%.
- **Super catchup:** Ages 60, 61, 62 or 63 are eligible for the "super catchup" contribution of \$11,250.
- **Mandatory Roth SECURE 2.0:** Participants in the 401(k) who are age 50 or older and earned more than \$150,000 in FICA wages in prior year (indexed for inflation) are required to make any catchup contributions on an after-tax Roth basis.

For more info or to manage your account, go to www.lincolnfinancial.com or call Lincoln at 800-234-3500.

Adding a 401(k) beneficiary ensures your assets pass directly to chosen individuals, bypassing the long, costly, and public probate court process. It provides control over who inherits your retirement savings, allows for swift legal transfer, and keeps your financial wishes organized after your death.

To add a beneficiary to your Lincoln Financial 401(k), log in to your account at LincolnFinancial.com/Retirement and select "Beneficiaries" under the "My info" tab. Alternatively, you can call Lincoln at 1-800-234-3500

2026 401(k) Limit Tables

Age Group	2026 Contribution Limit	Age-based catch-up Limit	Total 2026 Contribution Limit
Under 50	\$24,500	\$0	\$24,500
50-59 and 64+	\$24,500	\$8,000	\$32,500
60-63	\$24,500	\$11,250	\$35,750

Associate Emergency Fund



Offered to all
associates

As part of our commitment to your health, safety, and well-being, ESSC is pleased to continue the Associate Emergency Fund program for its associates. When large-scale federal or state disasters or personal hardships occur, ESSC's Associate Emergency Fund is here to help you and your family cope with and quickly recover from consequential financial hardships.

ESSC partners with America's Charities, a nonprofit 501(c)(3) organization, to manage the Associate Emergency Fund.

- America's Charities independently reviews and decides on all applications.
- ESSC is not involved in reviewing or approving requests.
- All decisions are made by America's Charities using the guidelines outlined in the Fund policy.

This setup helps ensure the process is fair, confidential, and unbiased.

Apply for ESSC's Associate Emergency Fund directly at
<https://www.cognitofirms.com/AmericasCharities/ESSCAssociateEmergencyFund>

The Associate Emergency Assistance Fund is 100% confidential. No one at ESSC will be aware of the associates receiving funds, the dollar amount, or the reason for the financial hardship.

The Support Team may be reached via email at essc@charities.org

Voluntary Term Life Insurance

Eligibility: Offered to full time, ACA and part time scheduled weekly hours of 20-29 in Workday



You have the option to buy extra coverage beyond what the company provides. Life Insurance can help your loved ones with financial obligations in the case of your death — from their daily expenses and mortgage to college tuition or retirement.

How Life Insurance works

You choose the amount of coverage that's right for you, and you keep coverage for a set period of time, or "term." If you die during that term, the money can help your family pay for basic living expenses, final arrangements, tuition and more.

You:	Choose from \$10,000 to \$500,000 in \$10,000 increments, up to 5 times your earnings. If newly enrolled, you can enroll in \$100,000 in coverage with no medical underwriting. If you previously declined, medical underwriting required for all coverage amounts.
Your spouse:	Choose up to \$100,000 of coverage in \$5,000 increments. Spouse coverage cannot exceed 50% of coverage you purchased for yourself. If newly enrolled, you can enroll in \$25,000 in coverage with no medical underwriting.
Your children:	Get up to \$10,000 of coverage. One policy covers all your children until their 26th birthday. Max benefit for children from birth to six months.

Cost of coverage: cost is dependent on benefit amount and age. When you enroll in Workday, you will see your biweekly rate.



Choosing Your Beneficiaries

Choosing who will receive your survivor benefits for Life insurance, AD&D, and 401(k) is an important decision. You're required to name your beneficiaries when you enroll. After your first enrollment, you should review your designated beneficiaries to confirm all information is current and up-to-date.

You may change beneficiaries at any time.

Register for online access

Once your benefits go into effect, register for online access at: <https://www.unum.com/register>
You can call UNUM at 866-679-3054, M-F, 8 a.m. to 8 p.m. ET



Accident Insurance



Eligibility: Offered to full time, ACA eligible and part time scheduled weekly hours of 20-29 in Workday.

Accidents can happen to anyone, at any time. Unum Accident Insurance can help you pay for expenses not covered by your medical insurance. It's a convenient benefit that can give you and your family a little extra peace of mind.

How Accident Insurance works

If you or covered family members are injured in a covered accident, Accident Insurance provides you a lump-sum amount to help take care of unexpected costs and protect your finances.

Here's how it works:

- A set amount is payable directly to you, based on the type of injury you or a covered family member has, the treatment needed and the coverage you elected.
- You can use the payment as you see fit — to help pay for doctor visits, ambulance fees, hospital bills and other out-of-pocket expenses your health insurance doesn't cover.
- To help promote a healthy lifestyle, plans may also pay a benefit when you get a covered health screening test.
- There are two options available to you. You can purchase a high or low option.

Please refer to the policy for complete definitions of covered conditions.

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<https://www.unum.com/register>

Questions? Call UNUM at 866-679-3054 M-F, 8 a.m.to 8 p.m. ET



Hospital Indemnity Insurance

Eligibility: Offered to full time, ACA eligible and part time scheduled weekly hours of 20-29 in Workday.

It's no secret that hospital bills can set a family back financially. When you're admitted to a hospital, Hospital Insurance can help you cover the expenses that often follow, so you can focus on your recovery — not your finances.

Reduce the financial strain of a hospital stay

Even if you have medical insurance, a trip to the hospital can leave you with significant unexpected expenses, like co-payments, deductibles and other out-of-pocket costs.

Unum Hospital Insurance can help; by providing payments you can use to manage your expenses during a stressful time.

How Hospital Insurance works

An unexpected hospitalization can drain a family's savings. But Hospital Insurance can pay a lump sum directly to you to cover some of the expenses you're not prepared for.

Hospital Insurance pays a set amount for a hospital admission, as well as for other items covered by your plan, such as emergency room treatment and daily hospital confinement.

Two options available to you. You can purchase a high or low option.

Register for online access

Once your benefits go into effect, register for online access at: <https://www.unum.com/register>

Questions? Call UNUM 866-679-3054 M-F, 8 a.m. to 8 p.m. ET

	Option 1 High Plan	Option 2 Low Plan
Hospital Admission	Payable for a max of 4 days per year \$2,000	Payable for a max of 4 days per year \$1,000
ICU Admission	Payable for a max of 4 days per year \$2,000	Payable for a max of 4 days per year \$1,000
Hospital Daily Stay	Payable up to 365 days \$200	Payable up to 365 days \$100
ICU Daily Stay	Payable up to 30 days \$ 200	Payable up to 30 days \$ 100



Critical Illness Insurance

Eligibility: Offered to full time, ACA eligible and part time scheduled weekly hours of 20-29 in Workday.

A serious illness often means unexpected costs that aren't covered by your health insurance. Unum Critical Illness Insurance can help protect your finances during life-changing events, so you can focus on healing. Enroll in this valuable coverage through Workday.

How Critical Illness Insurance works

If you're diagnosed with a critical illness, you can file a claim to begin the benefits process. Depending on the specifics of your plan, Critical Illness Insurance can provide a lump-sum benefit for diagnoses such as:

- Cancer
- Heart attack
- Coronary artery disease
- Stroke
- Major organ failure

Please refer to policy for complete definitions of covered conditions.

Be Well Benefit

Every year, each family member who has Critical Illness coverage can also receive \$50 for getting a covered Be Well Benefit screening such as: Annual exam, screening for cancer, pap smear, colonoscopy, cholesterol and diabetes.

File claim online at unum.com or call 800-635-5597.

Register for online access

Once your benefits go into effect, register for online access at:
<https://www.unum.com/register>

Questions? Call UNUM
 866-679-3054
 M-F, 8 a.m.to 8 p.m. ET

You:	Choose \$10,000 or \$20,000 of coverage with no medical underwriting to qualify if you apply during this enrollment.
Your Spouse:	Spouses can only get 50% of the employee coverage amount as long as you have purchased coverage for yourself.
Your Children:	Children from live birth to age 26 are automatically covered at no extra cost. Their coverage amount is 50% of yours. They are covered for all the same illnesses plus these specific childhood conditions: cerebral palsy, cleft lip or palate, cystic fibrosis, Down syndrome and spina bifida. The diagnosis must occur after the child's coverage effective date.



Student Loan Counseling



Offered to all
associates

What is PSLF?

Public Service Loan Forgiveness (PSLF) is a program for individuals who work for ten years in the non-profit sector while making qualifying repayments. Upon meeting the ten-year criteria, participants become eligible for loan forgiveness.

When implemented properly, PSLF offers a valuable pathway for public service employees to manage student loan debt while enhancing employee retention. However, the program has been plagued by administrative complexities, leading to a high rate of denials and frustrations among participants.

Streamlining PSLF with PeopleJoy

PeopleJoy transforms PSLF support by offering customized plans tailored to each associate's unique needs.

Their streamlined process simplifies form completion, allowing easy addition of supporting documentation. Once the forms are completed, PeopleJoy takes charge by submitting them directly to the appropriate loan servicer.

ESSC has partnered with PeopleJoy to support the process. All associates are eligible to participate; however, there are qualifications to submit a loan forgiveness application such as being full time.

Visit <https://app.peoplejoy.com/essc/welcome?> to get started today using your work email address to complete the PeopleJoy loan assessment!

Life Upgraded for Less

Exclusive savings
for your home,
health, finance &
wellness



Save on:

- Apparel and shoes
- Groceries and food
- Wholesale membership
- Tech discounts
- Movie tickets and more

Register:

Go to essc.perkspot.com

The passphrase is Easterseals

For any questions or assistance, contact
PerkSpot via email at: cs@perkspot.com



Protect the Bond Between You and Your Pets



Offered full time and part time with scheduled weekly hours of 20-29.9

Our Total Pet Plan through Pet Benefit Solutions includes four different benefits. Receive benefits from PetPlus, Pet Assure, whiskerDocs and ThePetTag at one low biweekly rate. Option to choose from one pet or one or more pets.

As a Total Pet Plan member, you'll receive:

- PetPlus: Up to 50% off on brand-name prescriptions and products
- Pet Assure: 25% discount on in-house veterinary care at participating vets
- whiskerDocs: Unlimited access to a 24/7 pet helpline
- ThePetTag: Lost pet recovery ID tags

Which pets can I enroll?

You can enroll any dog and cat in the Total Pet Plan. There are no restrictions due to age, breed or health of your pet. Pet Assure veterinary discounts also cover exotic pets.

How do I access my Total Pet benefits?

Log in to your account at www.petbenefits.com to access all of your plan benefits.

Is this insurance?

No, with the Total Pet Plan you receive instant savings and pet care needs without any paperwork. To learn more, go to <https://www.petbenefits.com/land/essc>





Making Everyday Life Easier:

Paid Time Off, Holiday, and Legal Benefits



Paid Time Off

Year	PTO Days Per Year	30 less than 40 hours per week	40 hours per week	20 less than 30 hours per week	
		Per Pay Period Accrual	Per Pay Period Accrual	PTO Days Per Year	Per Pay Period Accrual
0 (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

PTO Q&As

Who is eligible?	All regular full time and part time (weekly scheduled hours of 20+ in Workday)
How often can I accrue PTO?	Every pay period
Is there a cap?	Once you have reached 225 hours of PTO, your PTO accrual will stop
Is there a PTO plan for Director Levels and above?	Yes, Directors and above are eligible for flexible time off
Where can I learn more?	Click Here to view our PTO policy

Holiday Schedule

New Year's Day	Thursday, January 1, 2026
Dr. Martin Luther King, Jr. Day	Monday, January 20, 2026
Presidents' Day	Monday, February 17, 2026
Memorial Day	Monday, May 26, 2026
Juneteenth	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Christmas Eve	Wednesday, December 24, 2026
Christmas Day	Thursday, December 25, 2026

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.

LegalEASE

Eligibility: Offered to full time, ACA eligible and part time scheduled weekly hours of 20-29 in Workday.

LegalEASE, a Legal Access Company provides an easy-to-use legal service platform for you. LegalEASE plans cover your legal needs, offer experienced attorneys close-by to choose from, and help you connect quickly to the right provider. Featuring the largest and most developed Plan Attorney Network (20,560+) and strictest credentialing standards in the industry. With their unique Matching and Compatibility infrastructure, LegalEASE provides high-touch professional services that have and will continue to save you money, time, and unnecessary stress.

Who's covered?

Your spouse or domestic partner and your unmarried dependent children, including stepchildren, legally adopted children, children placed in the home for adoption and foster children, up to age 19, and from age 19 up to 26 years, if they are enrolled in an accredited school or college as full-time student(s) and are primarily dependent upon you for support.

What's covered?

Being a LegalEASE benefits plan member saves you time and costly legal fees. But most importantly, it gives you confidence and provides coverage for:

- Home and Residential
- Financial and Money Matters
- Consumer Auto and Driving
- Family and Personal Civil Lawsuits
- Estate Planning and Wills

For a comprehensive list, please refer to the Certificate of Coverage LegalEase will mail the Certificate of Coverage to you after you have enrolled in the plan.

Enrollment Questions: To learn more about LegalEASE and the legal benefits available, call (800) 248-9000, reference "Easterseals Southern Ca."

Member Services (Current enrollees): Call LegalEASE at (888)416-4313, reference "Easterseals Southern Ca."



Compare & Choose:

Plan Comparison and Cost Tables

Voluntary Benefits

Your Cost Per Paycheck

Accident Insurance High/Low Options		
Tier	High	Low
Associate	\$5.73	\$2.48
Associate + Spouse	\$10.02	\$4.33
Associate + Children	\$13.71	\$5.74
Associate + Family	\$18.00	\$7.59

Hospital Insurance High/Low Options		
Tier	High	Low
Associate	\$13.41	\$6.78
Associate + Spouse	\$22.82	\$11.53
Associate + Children	\$20.73	\$10.02
Associate + Family	\$30.14	\$14.77

Pet Benefits Solutions	
Tier	Rates
One Pet	\$4.96
More than one pet	\$8.07

LegalEase	
Tier	Rates
Legal Plan	\$7.04

Critical Illness

Your Cost Per Paycheck

Biweekly Rate Option \$10,000

Spouse and dependent coverage is 50% of employee benefit. Rates for spouse is based off employee's age.

Age	Employee Only (Rate \$10,000)	Spouse Only (Rate \$5,000)
To age 24	\$1.43	\$.72
25-29	\$1.75	\$.88
30-34	\$2.12	\$1.06
35-39	\$2.82	\$1.41
40-44	\$3.65	\$1.82
45-49	\$4.71	\$2.35
50-54	\$5.86	\$2.93
55-59	\$7.85	\$3.92
60-64	\$10.89	\$5.45
65-69	\$15.74	\$7.87
70-74	\$23.95	\$11.98

Insurance Biweekly Rates Option \$20,000

Spouse and dependent coverage is 50% of employee benefit. Rates for spouse is based off employee's age.

Age	Employee Only (Rate \$10,000)	Spouse Only (Rate \$5,000)
To age 24	\$2.86	\$1.43
25-29	\$3.51	\$1.75
30-34	\$4.25	\$2.12
35-39	\$5.63	\$2.82
40-44	\$7.29	\$3.65
45-49	\$9.42	\$4.71
50-54	\$11.72	\$5.86
55-59	\$15.69	\$7.85
60-64	\$21.78	\$10.89
65-69	\$31.48	\$15.74
70-74	\$47.91	\$23.95



Questions & Support:

Support:

Contacts and Resources



How to Access

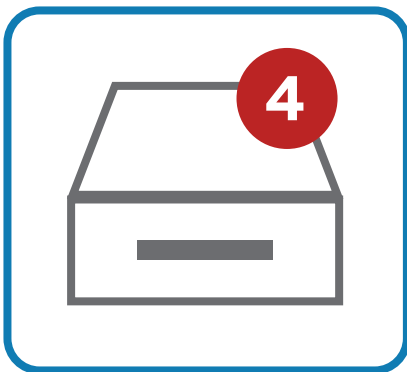


Your benefits enrollment is through Workday

Your benefits enrollment is through Workday. To access Workday, go to essc.okta.com

Log in using your ESSC work email address and password

Click on the tile "**Workday.**"



For all new hires, once you are logged in, toggle to the top right-hand corner and click on "**My Tasks**" to begin enrollment.

For all other associates, click on the human icon and go to View Profile. From your profile, you can view your pay slips, contact, benefits, compensation and more!

Where Can I Find Benefit Resources

INSIDE ESSC

Did you know that the Benefits Team has a page on the company intranet at Inside ESSC? If you would like to learn more about our benefits or download plan documents, go to essc.okta.com.

Insert your work email address and password. Once you are logged in go to the tile “**Inside ESSC.**” Under Quick Nav, go to Benefits.



Where to Go for Help

ESSC People Services

Team/Department	Role	Phone	Email
Benefits Department	We are here to support you with any benefits needs	Lydia Nhem 949-678-3715 Karen Johnson 714-215-9123 Jessica Martinez 949-795-6661	Benefits@essc.org
Leave of Absence Department	We support you with any leave-of-absence questions or requests	Maria Lopez 714-876-1273 Shelly Frohip 949-775-8326	LOA@essc.org
Having trouble accessing Workday?	For everything Workday related, open a Zendesk ticket and we'll get it addressed	Website: essc.okta.com Once logged in toggle to zendesk	

Caring for your Health

Benefit	Provider	Email/Website
Therapy and Coaching	Modern Health	my.joinmodernhealth.com Company Code: ESSC (Use your ESSC work email to register)
Employee Assistance Program	Modern Health	https://helpwheretheyouare.com/CompanyLogin/1685/MH/ Company code: ESSC

Protecting your Financial Wellbeing

Benefit	Provider	Group #	Phone	Email/Website
401(k) Retirement Plan	Lincoln Financial		800-234-3500	www.lincolnfinancial.com
Student Loan Counseling	PeopleJoy		267-310-2723	https://app.peoplejoy.com/essc/welcome?
Voluntary Protection Plans	UNUM Accident UNUM Hospital UNUM Critical Illness	936587 936589 936588	866-679-3054	https://registration.unum.com/p1?pid=5
Associate Emergency Fund	America's Charities		866-679-3054	http://charities.org/esscaef
Voluntary Term Life Insurance	UNUM	936586	866-679-3054	https://registration.unum.com/p1?pid=5
Discount Program	Perkspot		Email: cs@perkspot.com	essc.perkspot.com Passphrase: easterseals

Making Everyday Life Easier

Benefit	Provider	Group #	Phone	Email/Website
Legal Sevices	LegalEase	LELG-EASTSEALSC	888-416-4313	https://legalcorner.legaleaseplan.com/user/login?current=homepage
Pet Discount	Pet Benefits Solutions	4744	800-891-2565	https://www.petbenefits.com/land/essc

Disclaimer - This guide provides summary information on ESSC benefits. The benefits are governed by the official plan documents (which may include underlying contracts). This guide is not intended to amend or revise any official plan document or change the terms of the plan in any way. The guide is believed to be accurate as of the publish date; however, it is subject to change without notice. In the event of any inconsistencies between the plan documents and information in this guide, the terms of the plan documents supersede the guide. Copies of the Summary Plan Description (SPD) for your ESSC health and welfare benefits are posted on the company intranet. This document explains the terms and conditions of your Plan, including eligibility, coverage amounts and exclusions. Please share this with your family members and who are also covered under the plan. If you want a paper version of the SPD, please email benefits@essc.org



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