

Part Time Flex 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 flexible associates working less than 20 hours per week are eligible for 401(k) retirement, Student Loan assistance, Emergency fund and Perkspot discount program

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, 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.cognitofrms.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



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



Register:

Go to essc.perkspot.com

The passphrase is Easterseals

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



Save on:

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





Making Everyday Life Easier:

Paid Time Off, Holiday, and Legal Benefits

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.



Questions & Support:

Contacts and Resources



How to Access

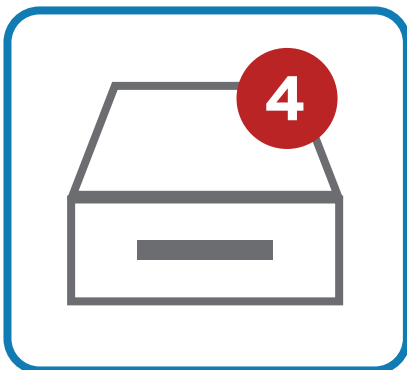


Your benefits enrollment is through Workday

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 Karen Johnson Jessica Martinez	949-678-3715 714-215-9123 949-795-6661	Benefits@essc.org
Leave of Absence Department	We support you with any leave-of-absence questions or requests	Maria Lopez Shelly Frohip	714-876-1273 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://helpwhereyouare.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?
Associate Emergency Fund	America's Charities		866-679-3054	http://charities.org/esscaef
Discount Program	Perkspot		Email: cs@perkspot.com	essc.perkspot.com Passphrase: easterseals

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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