



## UPBAY EXPRESS BENEFITS SUMMARY

*All notifications regarding your paycheck, taxes and benefits will be sent to your work email so check your UpBay inbox frequently.*

### MEDICAL AND INSURANCE

- Life (all employees)
- Medical (full-time employees)
- Dental (full-time employees)
- Vision (full-time employees)

Eligible employees are invited to participate in any combination of these programs. This document explains who is eligible, how to participate, and helps you anticipate costs and benefits.

You can compare the details of every plan summarized here in our online coverage portal called Ease. We want you to feel confident that you're choosing the right coverage plans for you and your family.

### Am I eligible?

UpBay Express covers 100% of costs for life insurance for all employees, part-time and full-time. But it is still your responsibility to enroll and name your beneficiaries. See details below.

Medical/Dental/Vision coverage is available to full-time employees.

A full-time employee is someone who signed our full-time offer letter committing to availability of 4 days a week. **You do not lose your coverage if you temporarily drop below this number of hours!** What is important is that you consistently commit to full-time availability. If you start as a full-time employee and then choose to drop your schedule to part-time (2 days a week), you can keep your coverage but the same costs will be deducted.

You are eligible for coverage after one month plus the remainder of the month you were hired.

So if you were hired on the 9th of September, then you are eligible for coverage on November 1. If you were hired on the 28th of September, then you are also eligible for coverage on November 1.

This wait period is a minimum of 32 days and a maximum of 61 days.

**WARNING:** Once you enroll, you are committed to the plan you choose until the renewal period, which is the beginning of the year. You can't change or drop your plan until that time or leave the company.

## How do I enroll?

A month before you become eligible, you will automatically receive an invitation to enroll online via Ease. So if you're eligible on November 1, expect that invitation in your UpBay inbox on October 1.

This invitation email has the subject line UPBAY EXPRESS HEALTH BENEFITS and is sent by our insurance agent Jeff Lecoeuche. You can find his contact information below.

**WARNING:** It is the responsibility of the employee to make sure they enroll on time. You have one month to decide if you want to enroll. If you decline your coverage or miss the deadline, you won't be eligible again until our next renewal date at the end of December.

Insurance costs are paid one month upfront. So your first deduction will include the payment for two months: the one you're in and the next month. This is a one-time "catch-up cost" but plan for that first paycheck to be hit with larger deductions.

**WARNING:** Participation in the coverage is 100% voluntary. However, if you don't want any of the coverage on offer, you still still need to log into the platform and hit Decline so that you have officially said "No, I don't want this." **It is your responsibility to choose the Decline option within the Ease portal.**

## What are the different plans available?

### LIFE

- \$25,000 benefit plus additional benefits for accidental death and dismemberment. The policy will pay no matter how someone dies.
- No medical examination to enroll.
- Choose any beneficiary you desire.
- If you want more life insurance, you can contact our insurance agent and he will help you calculate how much you need to protect your family.
- Cost for the employee: \$0 at the \$25,000 benefit level. UpBay Express covers all costs but you must still hit Accept in our Ease portal!
- Available to FT and PT employees.

### MEDICAL

- The company pays 50% of the costs to cover you, the employee; you can add coverage for your dependents but you pay 100% of those additional costs.
- We provide six choices including Kaiser and several PPO plans with different co-pays and deductibles. Costs vary considerably but the average monthly cost per employee for Kaiser Gold (the most popular plan) is \$200 for employees under 40 years old. Go to the portal to see a list of the six different plans and a side-by-side comparison.

### DENTAL

- Unlimited annual coverage. No maximum payout.
- We offer two plans with the same basic coverage. U&C will pay more out of network, INFS will pay less. If you want to see an out-of-network dentist out of network on a regular basis, you need the U&C plan.
- Cost for the employee (not including dependents):
  - \$13.14 for U&C per paycheck
  - \$5.74 for INFS per paycheck

- Check the portal if you need additional coverage for dependents.

## VISION

- Vision 200 Pays up to \$200 per year for glasses and contacts. Low co-pays. Cost for the employee: \$2.97 per paycheck.
- Vision 130 \$130 paid per year by the insurance for lenses and contacts. You get less coverage with a higher co-pay. Cost for the employee is \$0 per paycheck. Again, you must still hit Accept in the Ease portal even if there is no cost!

**The UpBay portal on Ease provides detailed information about each of the available plans.** Go to the portal to estimate your costs when you receive your invitation. You have a month to decide and the portal provides a lot of information.

Jeff Lecoeuche is our very helpful and responsive insurance agent. If you want to participate and you can't find your invitation or delete it by accident or have questions about the coverage or the cost, email Jeff ([jeff@lecoeuche.com](mailto:jeff@lecoeuche.com)) or text him at 707-484-0695. He is the best resource to answer your questions about the plans.

If you need to alert us about an issue or concern about your Ease invitation, send questions to: [admin@upbayexpress.com](mailto:admin@upbayexpress.com)

## Paid Time Off (PTO)

*This is a summary of the policy but look for more detail in Section 8.2 of the Employee Handbook.*

You start accruing PTO from Day 1. The rate is .04 per hour worked or 80 hours per year for full-time employees and 0.77 hours per week or 40 hours per year for part-time employees. After 4 years, the accrual rate doubles for full-time employees. PTO is always paid at your base rate, never at Overtime rates.

Once you've earned it, this is your time and you can start using it as soon as you get your first paycheck. You may use it whenever you want for whatever purpose and you don't need to explain it to us. Your unused PTO is paid out in your last paycheck if you leave the company no matter the reason.

As a courtesy to the team, however, we do ask that you inform us as far in advance as you can about planned events like vacations.

**WARNING:** We will automatically deduct PTO to cover callouts and no-shows. A callout or no-show for which you do not have sufficient accrued PTO is an Unexcused Absence and will trigger a Performance Action Plan. Don't waste your PTO: let us know your plans in advance.

You can carry over up to a maximum of 120 hours of unused PTO to the following anniversary year. You can't use a "negative balance" if you haven't accrued the hours yet.

If you have questions or think there is a mistake in your accrued hours, email [admin@upbayexpress.com](mailto:admin@upbayexpress.com)

## CalSavers

The State of California has passed a new law that requires all employers to enroll eligible employees in a State-controlled retirement plan.

What this means for you:

- You are entitled to put aside money out of your paycheck for your retirement.
- You will be notified by the state about your enrollment. Notification is sent through your work email.
- You will have 30 days from that notification to either opt out or change your contribution level. The standard contribution rate if you do not act is to have 5% of your net income set aside for retirement.
- At any point, you can customize your account including changing you address and email in addition to making savings elections or choosing to entirely opt out of the program.

Learn more about CalSavers here:

<https://www.calsavers.com/>

**Don't sign up via the website: you will be automatically enrolled!**

CalSavers is a Roth IRA, which means the money is removed after you pay taxes unlike 401(K) and other IRA plans. So if you withdraw the money at any point, then your taxes are already paid.

Learn more about Roth IRAs here:

<https://www.investopedia.com/terms/r/rothira.asp>

CalSavers is a completely voluntary retirement program. You may opt out at any time or reduce or increase the amount of payroll contributions. If you opt out and change your mind later, contact us and you can opt back into CalSavers.

If you leave the company, you'll retain control of the account. Future employers will be able to restart your contributions from their payroll.

***As your employer, we cannot give you financial or tax advice.***

## ACKNOWLEDGEMENTS

I have received a copy of this benefits summary and understand how to obtain more information about my benefits as an UpBay employee.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_