

Information for Prospective Part-Time (Class Code 6) Hourly Employees

As a prospective employee, you may have some questions about the benefits Sodexo offers to their employees. This document provides information about benefits for part-time hourly employees.

The following explains alternatives available (e.g., the Marketplace) but does not provide advice on selecting or purchasing health care insurance. If you do not have access to company-sponsored benefits, you can use the Sodexo Coverage Resources website and/or call center explained in this document.

Eligibility for Benefits:

- Sodexo's definition of a full-time hourly employee is someone who works an average of 30 hours or more per week over a 52-week period. This definition is aligned with the Affordable Care Act's requirements and definitions. Certain authorized leave, including paid time off, jury duty (paid or unpaid), and leaves of absence under the Family and Medical Leave Act, Military Leave and Temporary Unit Closings are considered as time worked toward eligibility
- As a part-time Class Code 6 employee, you do not qualify for Sodexo's health benefits
- Annually, Sodexo will review whether you meet the plans' eligibility requirements based on your hours worked for the previous 52 weeks
- If your eligibility changes in the future and you gain access to Sodexo health benefits, you will be notified by the Sodexo Benefits Center

About the Affordable Care Act:

- You've probably heard a lot about the Affordable Care Act and the Marketplace. Everyone has the option to buy insurance through the Marketplace.
- Sodexo offers a tool called Sodexo Coverage Resources, to help you and your family learn more about the Affordable Care Act and options for health insurance through the Marketplace. Go to **www.SodexoCoverageResources.com** or call 855 668 5040

About the Marketplace:

- The Marketplace is available online and lets you research your health care options for buying health insurance for you and your family
- Enrollment for coverage through the Marketplace is held during the Marketplace's open enrollment period or after a qualifying life event. Visit **www.healthcare.gov** to learn more

About Sodexo Coverage Resources:

Sodexo cares about our employees. That’s why we offer Sodexo Coverage Resources as a way to make navigating the Marketplace easier for you and your family. You can use Sodexo Coverage Resources to learn about:

- The Affordable Care Act
- Your options for health insurance
- How to choose the plan that’s right for you
- Steps to enroll and the deadline

There’s also a simple tool to help you see if you qualify for Medicaid and/or lower costs if you purchase coverage through the Marketplace plans. You can link directly to more information about each health insurance option or to websites where you can sign up for coverage.

- Go to www.SodexoCoverageResources.com (available in both English and Spanish)
- Call **855 668 5040** and speak with a representative between 8 a.m. and 8 p.m. ET, Monday through Friday

What benefits are available to part-time employees?

The following benefits are available to part-time employees as part of your total reward package, which provides choices to support your quality of life:

Your Choices. Your Future.	
Sodexo 401(k) Retirement Savings Plan	Employees in eligible units will automatically be enrolled in approximately 30 days at a contribution rate of 1% of wages. Sodexo matches \$.50 for every dollar you save, up to 6% of pay. You’ll receive an enrollment kit in the mail from Voya Financial and you’ll have the opportunity to increase your contribution rate or opt out of the Plan if you choose.
Credit Unions	MEFCU and First Commonwealth Federal Credit Union (FCFCU) offer you and household members many financial products and services.
Direct Deposit	Direct deposit into your personal account or the Money Network Service in which your pay is deposited in a free account, which you can access through checks or a no-fee debit card.
Your Choices. Your Life.	
Paid Vacation, Sick Leave, and Holidays	Eligibility varies by unit and may not be available to all employees at all locations.
Other Paid Time Off	Up to three days of bereavement leave and jury duty.