

Wellness Package

How many hours of PTO does an employee accumulate per year?

Upon starting, full-time employees will be given a one-time only allotment of **40 hours**. You will begin to accrue hours on top of that number at a monthly rate of 16 hours; if there are three pay periods within a month, time accrued will not exceed 16 hours. The maximum number of hours to accrue is **192**. Part-time salaried employees with a regular work schedule of less than 40 hours per week are eligible for a prorated PTO accrual proportionate to the average number of hours they normally work in a week. Part-time salaried employees will also receive a prorated amount of time at the beginning of their employment based on hours worked. T

The 40 hours of PTO that is gifted to full-time employees will not be eligible for pay-out during the first 90 days.

Please see page 24 of the EDSI Employee Handbook for more information.

Do unused PTO hours roll over to the next year or must all hours be used before the end of the year?

PTO hours roll over into the next year.

Is there an option to pay-out PTO if an employee does not use it and approaches the max?

PTO hours roll over into the next year. There is not a pay-out option.

What is the minimum/maximum contribution to the 401(k) plan? Is it matching?

All employees employed with EDSI for at least six (6) months are eligible to participate in the 401(k) deferred savings plan. The minimum an employee can contribute is 1% and the maximum contribution follows the IRS guidelines. Employees are automatically enrolled in the 401(k) plan during the enrollment period unless they choose to manually opt out of the plan. EDSI currently matches 25% of the first 4% the employee contributes to his/her plan. An employee must put in 4% to receive EDSI's 1%. If an employee puts in 3% there is not a company match. If an employee puts in 5% or more, it is still a 1% match.

Please see page 19 of the EDSI Employee Handbook for more information and more detailed information will be provided closer to enrollment eligibility.

CSTB pays a yearly amount to all employees who have 401(k). Does EDSI offer something like that?

When an employee contributes 4% to their 401(k), EDSI will match 1%.

Please see page 19 of the EDSI Employee Handbook for more information.

What is the health insurance contribution per employee only?

The contribution is dependent on the policy selected. The plans are all on the Tampa Bay EDSI landing page. Benefits start the first day of employment for the CSTB transition.

Does the coverage include vision, dental, short-term, long-term disability and life insurance?

There are multiple options for vision, dental, disability, and life insurance. The plans are all on the Tampa Bay EDSI landing page.

Does EDSI believe in working from home/office as a combination? If so, is it mandatory?

During the pandemic, many of our offices shifted to working remotely and are now transitioning back to working in the office. We value life-work balance and want to ensure that this is maintained for all staff, and we are still working on drafting an official post pandemic policy for working from home.

Are jobs with EDSI eligible for Public Service Loan Forgiveness (PSLF)?

EDSI is a for-profit company. Employees that work for a for-profit company are not eligible for PSLF. Labor unions, partisan political organizations and for-profit organizations are not eligible employers. By working for a for-profit organization, you will not lose credit for the prior qualifying payments you previously made toward PSLF (<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>). If an individual has an active PSLF agreement, it is that individual's responsibility to contact the agency to note a change in job, as the agreement is between the agency and the individual, not the organization/employer. EDSI is exploring options for a loan payment program and hopes to offer some benefit in the near future.

Transition from CSTB to EDSI

Are the positions exempt or non-exempt (hourly)?

Employee status will be clarified in the offer letters.

Will employees keep the same positions they are currently in?

For the first 90 days, all staff will remain in their same position. All EDSI positions will be posted in July and all staff will have the opportunity to apply for the positions of their interest.

Are all employees staying at the same location that is assigned now?

For the first 90 days, all staff will remain at their same location.

Will I be kept at my same salary when I transition to EDSI employment?

Staff will transition to EDSI at their same salary.

After the 90 days are up and staff have applied to their current jobs, which may have a slightly different title, will current salaries carry over?

CSTB and EDSI are finalizing the organizational chart and will not know final salaries until allocations are received and the budget is approved closer to July.

Will I take my seniority or tenure with me when I transition to EDSI?

EDSI is aware of each transitioning staff person's length of service and that will be recognized.

What happens to my accrued vacation time with CSTB?

Accrued PTO balances will be paid out according to the policy in the CSTB Handbook in the final paycheck after June 30.

How will this impact my CSTB 401(k)?

After June 30, your participation in the CSTB 401(k) plan will terminate and CSTB Employer and Employee deferrals will end with the last paycheck. You are then able to withdraw your deferrals and vested CSTB contributions, and roll them over to another employer plan or IRA. Or if you have a balance of funds exceeding \$5,000, you may leave it with CSTB. If you have outstanding

loan balances, you have the option to pay those off prior to termination or default on those and ADP will issue you a 1099 at year-end for tax reporting purposes.

Are there leadership positions in the transition? How do I submit interest for a leadership role?

All EDSI positions will be posted in July and all staff will have the opportunity to apply for the positions. Leadership positions will be posted first. There is an internal posting process that all staff will follow.

Does posting positions internally mean CareerSource Tampa Bay staff only or all of EDSI?

Posting internally includes all of EDSI's staff. However, CSTB staff will be interviewed first.