

## SCHREIBER FOODS- NEW HIRE FAQ

### Health and Wellness

1. **What types of health insurance plans are offered?**
  - Schreiber offers three health insurance plans: two high-deductible health plans (HDHP) and a copay plan called Surest.
2. **Are dental and vision insurance offered?**
  - Yes, dental benefits are available through Delta Dental, and vision benefits are offered through VSP (Vision Service Plan) with options for Basic Vision and Vision Plus.
3. **What mental health resources are available?**
  - Schreiber provides an Employee Assistance Program (EAP) offering counseling, legal and financial consultations, and crisis intervention services. Partners are eligible for 8 free counseling sessions per issue.
4. **Are there any health savings accounts (HSAs) or flexible spending accounts (FSAs) available?**
  - Yes, partners enrolled in one of the high-deductible health plans can open a Health Savings Account (HSA). There is not an FSA available.
5. **Are there any wellness incentives or rewards programs?**
  - Yes, partners can earn a \$1,200 wellness incentive by meeting program requirements through Asset Health.

### Retirement and Financial Benefits

6. **How do I enroll in retirement benefits?**
  - Schreiber automatically enrolls partners in the 401(k) plan with a contribution rate of X percent. Partners can change their contribution rate at any time during the year in the principal.com portal.

### Work-Life Balance

7. **Is there support for childcare or dependent care?**
  - Yes, Schreiber offers up to \$5,000 annually for childcare costs through TOOTRiS, which provides monthly contributions toward childcare expenses and helps find local childcare. To qualify, your annual salary must be below \$100,000 or your hourly rate must be less than \$48.08.

### Enrollment Process

8. **What is the process for enrolling in benefits?**
  - New hires have 30 days to enroll in benefits and provide dependent verification in Workday. If you miss the 30-day window, you can enroll during Open Enrollment for the next coverage year.

9. **Is there an online portal for benefits enrollment and management?**
  - Yes, benefits enrollment and management are handled through Workday.
10. **How many days do I have to enroll in my benefits after starting?**
  - You have 30 days from your hire date to enroll in benefits.
11. **What actions are needed to complete the enrollment process?**
  - You need to complete the online enrollment process in Workday and upload necessary documents for dependent verification.
12. **How do I add my dependents to my coverage?**
  - You can add dependents during the enrollment process in Workday by providing the required documentation.
13. **Are there specific documents required for enrolling dependents?**
  - Yes, you need to provide documents to prove their eligibility, which must be uploaded into Workday within 30 days of your hire date.
14. **What happens if I miss the enrollment deadline?**
  - If you miss the enrollment deadline, you can enroll during the next Open Enrollment period.
15. **Can I make changes to my benefits outside of the open enrollment period?**
  - Yes, changes can be made outside of the open enrollment period if you experience a qualifying life event.
16. **Are there any qualifying life events that allow me to change my benefits mid-year?**
  - Yes, qualifying life events include getting married or divorced, having a baby or adopting a child, and spouse or dependent losing or gaining coverage.
17. **How do I enroll in voluntary benefits like pet insurance or identity theft protection?**
  - Enrollment for voluntary benefits like pet insurance or identity theft protection is done through Workday during the benefits enrollment process.

## Coverage Details

18. **How do I verify that my dependents are successfully enrolled?**
  - Verification of dependent enrollment is done through Workday once you upload the necessary documents.
19. **What is the effective date of my coverage once I enroll?**
  - The effective date of coverage is your hire date or the date of the qualifying life event.
20. **How do I access my insurance cards and other necessary documents?**
  - Insurance cards and necessary documents are provided once enrollment is complete. They will be mailed to your home. Please note that there is not an ID card for vision insurance. If you have not received your cards after 5 weeks, you should contact the vendor's customer service.

## **Miscellaneous**

21. **How are benefits communicated to employees (e.g., through a portal, regular updates)?**
  - Benefits are communicated through the Schreiber intranet, where partners can access legally required documents and notices online.
22. **Who can I contact if I have questions or need assistance with enrollment?**
  - You can contact your local HR representative or the Benefits team for assistance with