

Benefits-at-a-Glance



A People 2.0 Affiliate

Our Talent Workers are the most important part of our organization. To show our appreciation for your hard work, we are pleased to offer a wide range of benefits coverage.

Health Benefits:

- **Medical: *Alphabet Health Benefits***[®]
An accident/indemnity plan designed to provide coverage for every-day/basic medical services
- **Dental: *Humana***[®]
Provides comprehensive coverage on diagnostic, basic, major services
- **Vision: *Clearline/Avesis***[®]
Discounts and coverage for exams, lenses, frames, contacts, and Lasik
- **Voluntary Insurance: *Unum***[®]
Voluntary Life Insurance, Short Term Disability Insurance, and Critical Illness/Cancer Coverage

Eligibility: New employees may sign up for coverage up to 30 days after their first paycheck date (this is considered an employee's individual 30-day open enrollment period), or if an employee's assignment ended and he/she starts a new assignment six (6) consecutive weeks after the previous one. Employees may also elect coverage for qualified dependents.

How to Begin Enrollment: Upon offer of employment, new employees will receive a Health Insurance & Benefit Enrollment Packet. Please read all the Plan descriptions below for important information. It is the Talent Worker's individual responsibility to enroll in any selected plans before enrollment deadlines.

Additional Benefits:

6 Paid Holidays- All employees that are actively working receive 6 paid holidays in accordance with company policy (see TW Handbook posted at www.owrx.com/candidates.asp?p=6)

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

San Francisco Sick Pay Ordinance- All Employees working in the county of San Francisco: OfficeWorks complies with the San Francisco Sick Pay Ordinance. For more information about the Sick Pay Ordinance, please contact Customer Service.

People 2.0 continuously strives to improve its benefit programs; the company reserves the right to modify, change or discontinue this or any program without notice.