

E&E Co., Ltd

E&E / OA / Sync Design

TO: All Eligible Full Time Employees
FROM: Human Resources
DATE: February 09, 2022
RE: Annual Open Enrollment for Employee Benefit Plans – **Benefits Effective April 1, 2022**

Welcome to the 2022 Open Enrollment period for our employee benefit plans. We are holding **Open Enrollment from February 14 to February 23, 2022**. During this time, you can make changes to your health plan such as adding or deleting dependents or enrolling in the plan if you are not currently covered. **All changes will be effective on April 1, 2022**. After Open Enrollment ends, you cannot make changes to your health care plans until the next Open Enrollment period in 2023, unless you experience a qualifying event, such as marriage, divorce, birth of a child, adoption of a child, or death.

Important Plan Changes:

With the skyrocketing of the healthcare premium each year, even the company spending millions of dollars on benefits to protect all the team members and their family members, it is still a big challenge to offer a comprehensive benefit package.

This year, in order to maintain the quality of care and premium cost, we have decided to change our medical, dental, vision and life insurance carrier from Anthem Blue Cross to UnitedHealthcare (UHC). E&E continues to shoulder a significant portion of our benefit plan premiums, while keeping our benefits competitive in the industry. We will continue to offer two Kaiser plan options alongside the UnitedHealthcare medical plan to our California employees.

UHC has a very strong national provider network. There is a very high likelihood that your current Anthem doctor is also participating with UHC. While every effort was made to keep the benefits comparable, it is not always an exact match. To learn more about this change, we encourage you to attend our scheduled Open Enrollment webinar meetings (see schedules on the next page) where we will review changes that may affect you.

- We are changing from Anthem Blue Cross to UnitedHealthcare (UHC)
 - Anthem medical plan changes to UHC
 - Dental plan changes to UHC
 - Vision plan changes to UHC
 - Basic life and AD&D plan changes to UHC
- No change on the Kaiser medical coverage options except the premium

UnitedHealthcare (UHC): Provider Look Up for Medical, Dental and Vision

Link to access UHC PPO provider information for **California Employees** → www.whyuhc.com/eandeca

Link to access UHC PPO provider information for all **Employees Outside of California** → www.whyuhc.com/eande

Call UHC for Information: UHC Pre-Enrollment Support Available

UHC Group #927332

Call UHC → 866.633.2446

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UHC Advocates Provide Pre-Enrollment Services for Medical and Prescription Benefits

When the member connects to the line, they will need to follow the prompting:

- Advising they are a “member”
- Advising that they “don’t have their UHC Member #”
- Advising why they are calling such as “medical benefits” or “prescription benefits”

Once connected with a UHC Advocate, it is helpful to advise that “my **Company’s name and Company policy # 927332**, will soon be transitioned to UHC on April 01, 2022” to help guide the Advocate to check our Pre-Enrollment system.

Open Enrollment Meetings

There will be Open Enrollment webinars this year. We will have live and recorded informational webinars for you to review the benefits. More information will follow. If you have questions, please submit them to HR.

Please find the webinar link for each location attached in the email.

OE Meeting Webinar Dates:

E & E Employees / Fremont / Woodland	February 14 th @ 10 am PST / 1:00 pm EST 1:30 pm PST / 4:30 pm EST
Savannah	February 15 th @ 10 am EST / 7 am PST - day shift 3:30 pm EST / 12:30 pm PST - swing shift 5:00 pm EST / 2:00 pm PST - graveyard shift
Savannah	February 16 th @ 2:00 pm EST / 11:00 am PST - day and swing shifts

BELOW ARE Q&A FOR YOUR REFERENCE:

Q: If I do not make any changes and no dependents on the plan, do I need to turn in the enrollment form?

A: No enrollment form or payroll deduction form is needed. You will be moved from the current plan to the new plan.

California employees: If you are enrolled in the Kaiser buy up plan, you will need to turn in the payroll deduction form to authorize the Company to make the deduction on your payroll for the buy up plan you elected.

Q: If I want to change to UHC, what do I need to do?

A: You need to complete the UHC enrollment form and the payroll deduction form if you have dependents on the plan.

Q: If I want to change to the Kaiser plan, what do I need to do?

A: You need to complete the Kaiser form and turn in your payroll deduction form if you select the buy up plan or you have dependents on the plan

Q: If I want to change from one Kaiser plan to the other Kaiser plan, what do I need to do?

A: You still need to complete the Kaiser enrollment form to make this change. If you changed from the Kaiser standard plan to the buy up plan, you need to turn in the payroll deduction authorization form.

Q: I was recently hired and have turned in my old enrollment form for insurance that takes effect on 04/01/2022, do I need to redo my form to show new carrier?

A: If the HR Benefit department already has your previous enrollment form, and you do not change your plan or change your carrier, you do not need to turn in the new enrollment form. The Benefit team will map this for you to the new carrier, but you need to turn in the payroll deduction form if your dependents will be on the plan or you will enroll to Kaiser buy up plan.

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Q: What should I do if I waive my health coverage?

A: You need to complete the Benefit Declination Section in the UHC enrollment form.

Q: What about the life insurance beneficiary form? Do I need to fill it out?

A: Yes, all employees must turn in the new UHC life beneficiary form to update the new carrier.

Q: Can I elect only one health plan, such as only elect medical plan without dental or vision?

A: Yes, you can, but you still need to turn in the payroll deduction form if you have dependents or elect the Kaiser buy up plan.

Q: What will my payroll deduction be if I enroll my dependent(s) to the plan?

A: Please refer to the Payroll Deduction Authorization form for rates and deductions.

Q: When is the deadline to turn in my form to HR?

A: The deadline to turn in forms is February 23, 2022.

Q: Who should I contact if I have questions on the enrollment?

A: Contact your benefit department. E&E: erin.giang@jlahome.com, OA/OAL: sonia.tolentino@oalogistics.com

DUE TO THE CARRIER CHANGES WITH MORE ADMIN WORK INVOLVED, WE NEED ALL TEAM MEMBERS' COOPERATION AND PLEASE SUBMIT YOUR FORM NO LATER THAN FEBRUARY 23RD. ALL CHANGES WILL BE EFFECTIVE ON APRIL 1, 2022.