

ONE BOEING HR
ALWAYS PEOPLE FIRST

# **Employee Layoff Briefing IAM 751**

TODAY'S PURPOSE IS TO PROVIDE KEY LAYOFF RELATED INFORMATION TO ASSIST IN DECISION MAKING DURING TRANSITION

# Agenda

- Introduction
- Insurance & Benefits
- Hourly Workforce
- IAM/Joint Programs
- Payroll
- Employee Assistance Program
- Career Transition Services
- Questions and Answers

# **Employee Benefit Plans**

### Plans that will be discussed

- Medical and Dental
  - COBRA
- Disability
- Flexible Spending Accounts
- Life and AD&D
- Voluntary Investment Plan (VIP)
- Boeing Company Employee Retirement Plan (BCERP)

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### **Preface**

- This document is intended to convey benefit information and every effort has been made to ensure accuracy
- In the event of a conflict between this document and the official plan documents, the terms of the official plan documents will control
- The Boeing Company reserves the right to change, modify, amend, or terminate its plans at any time

# Medical and Dental COBRA

- Medical and Dental Plan coverage
  - Coverage ends on the last day of the month in which your layoff occurs
    - -COBRA information is mailed to your home within two weeks
  - Coverage may continue under COBRA for up to 18 months following layoff
    - –In order for medical and/or dental coverage to continue, you must elect COBRA
  - Boeing Subsidized COBRA: Active Employee Contribution Rates apply for first 6 months of COBRA Medical. COBRA Dental is not subsidized.
  - After 6 months, your full COBRA contributions apply

Contact the Boeing Service Center for Health & Insurance through Boeing Worklife to elect coverage

All slides available on the Career Transition Service web site

### **Medicare Part B Enrollment**

If you or your eligible dependents are Medicare eligible at the time you are laid off, you must do the following:

- Contact Social Security immediately to enroll in Medicare Part B
  - Coverage will be effective the month following your enrollment
  - If you do not enroll timely into Part B, Medicare may assess a penalty
  - For questions related to Medicare Part B enrollment, you should contact the Social Security Administration at 1-800-772-1213
- Contact our vendor, SSDC, at 1-877-768-3011 and request a CMS Employment Verification form
- This form tells Medicare that you were covered by our active medical plan, and this is why you did not enroll in Part B at age 65. SSDC can answer your questions about coordinating Medicare coverage with your COBRA

All slides available on the Career Transition Service web site

### **Health and Insurance Online**



All slides available on the Career Transition Service web site

### **Health & Insurance Online**

Worklife! To begin your journey through our new HR Portal, as well as Workday, click here to view a quick tutorial video.



■ Browse Menu ▼

Workday

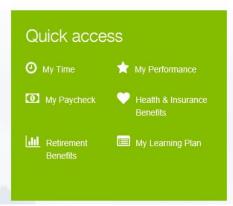
Knowledge Articles

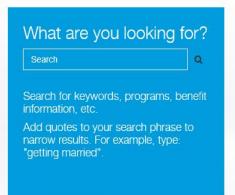
Get Support

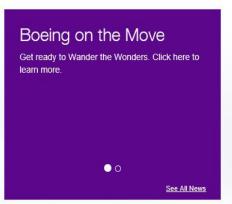
My Requests

Jenelle Graham - 3071396

### Welcome, Jenelle!

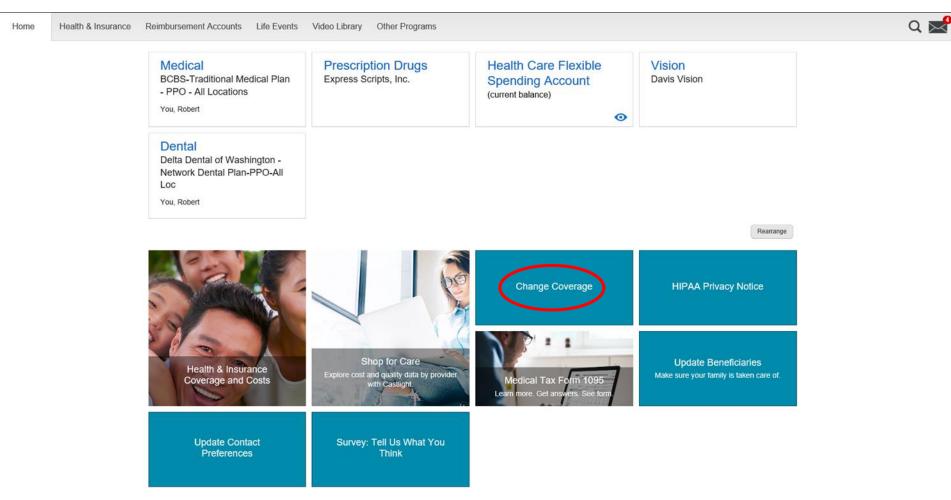






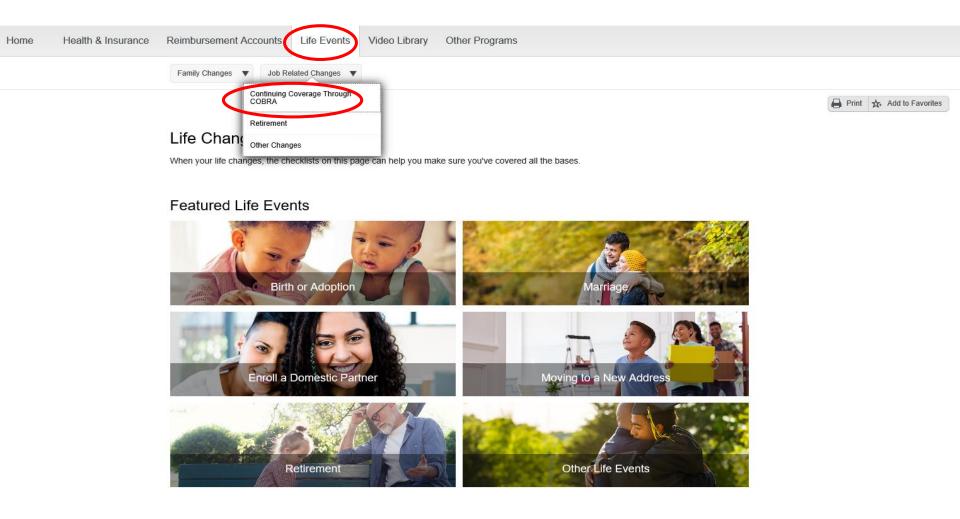
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### **Health and Insurance Online**



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### **Health and Insurance Online**



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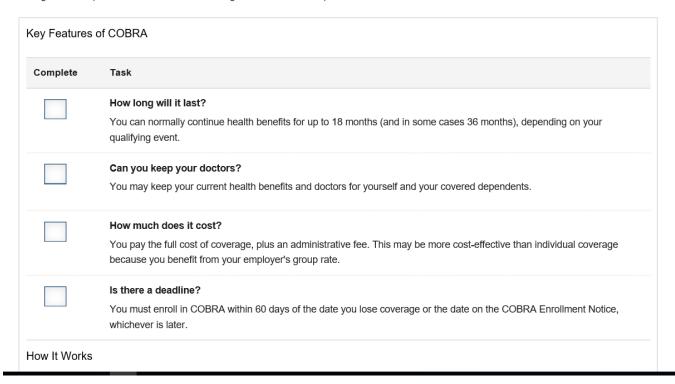
### **Your Benefits Resources**



#### Print Add to Favorite

### Continuing Coverage Through COBRA

If you experience a qualifying event that causes your existing health care benefits to end, you may be able to continue your employer's coverage through COBRA (the Consolidated Omnibus Budget Reconciliation Act).



All slides available on the Career Transition Service web site

## Flexible Spending Accounts

### Health Care Spending Account

- Contributions will stop with your last regular check
- You can continue your participation under COBRA
  - If you elect COBRA continuation, your future contributions are on an after-tax basis
  - If you do not elect COBRA, the balance remaining in your account may be used only to reimburse qualified expenses incurred on or before the last day of the month you lost eligibility
- You may file for eligible claims through April of the following year

### Dependent Care Spending Account

- Contributions will stop with your last regular check
- You may file for eligible claims through April the following year
- The balance remaining in your dependent care account may be used to reimburse qualified expenses you incur through December 31<sup>st</sup> of the year you are laid off

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### Disability, Basic Life and AD&D

Coverage ends on the last day of the month for the following plans:

- Short-term Disability
- Basic Life\*
- Accidental Death & Dismemberment
- Business Travel Accident

\*Conversion option is available

### **Retiree Medical**

- ■Generally speaking, to be eligible for Retiree Medical, one must be 55 w/ 10 years of vesting service and hired or rehired prior to 1993.
- ■Employees eligible for retiree medical have an additional month of medical & dental coverage following the layoff (1 month plus 6 months COBRA)

Example: Layoff Date 11/17/19 Coverage End Date: 12/31/19

- ■Do not need to commence your pension benefit to enroll in retiree medical coverage
- Retiree medical modeling and COBRA modeling available on Health & Insurance Plans

To view the cost of COBRA coverage before you receive your packet or to view retiree medical options, use the modeling tool under "Your Benefits Resources/Life Events" at "Worklife" – Current Health Benefits - View/Update My Benefits" through Worklife to view the information

 For more information on retiree medical or COBRA contact Health and Insurance through Worklife

All slides available on the Career Transition Service web site

### **Health and Insurance Online**



All slides available on the Career Transition Service web site

### **Health & Insurance Online**

Worklife! To begin your journey through our new HR Portal, as well as Workday, click here to view a quick tutorial video.



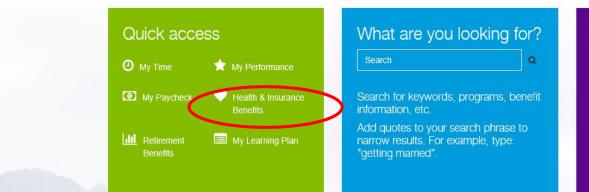
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Workday Knowledge Articles

Get Support My Requests

Jenelle Graham - 3071396

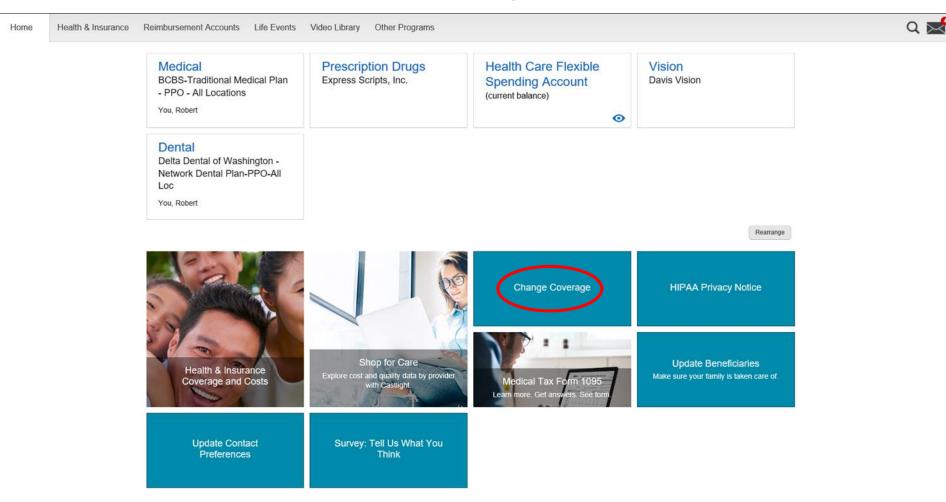
### Welcome, Jenelle!





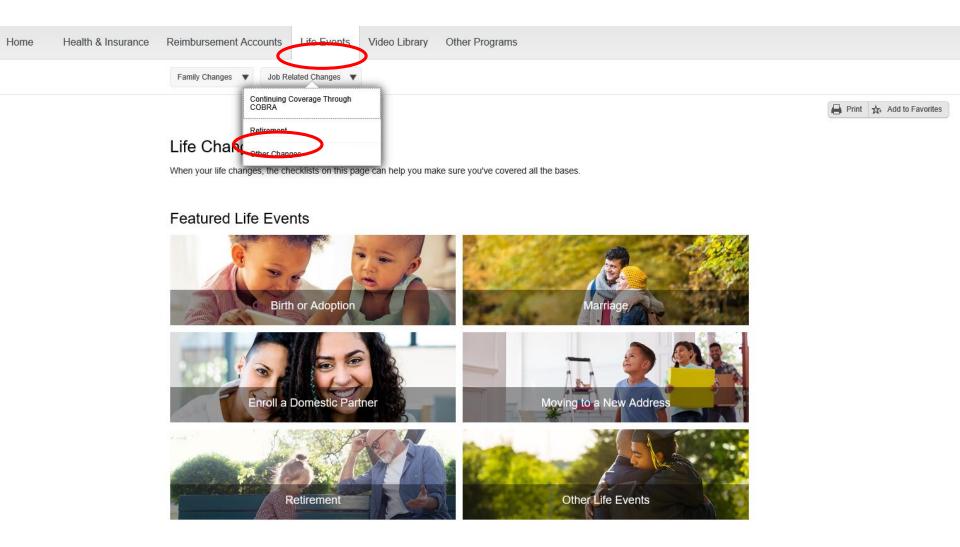
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### **Health and Insurance Online**



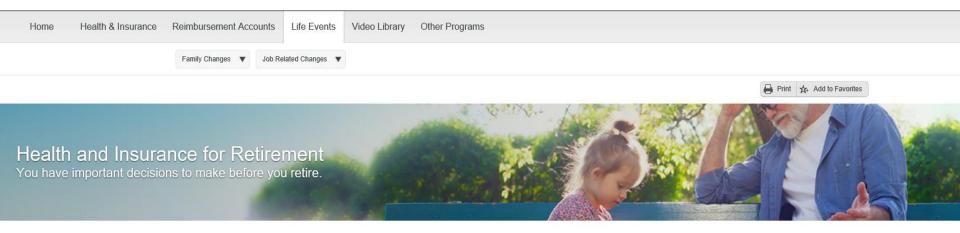
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### **Your Benefits Resources**



All slides available on the Career Transition Service web site

# Your Benefit Resources – Retiree Medical Modeling



When you retire, you have many important decisions to make. You also have a number of action steps to do to retire now or in the near future. Use the resources below to anticipate what decisions you'll need to make and what actions, if any, you'll need to take.

When considering health care options for retirement, you will want to review and compare the retiree medical and/or COBRA options from Boeing. Other options may include Medicare, medical from an employed spouse, retiree medical earned from military service such as TRICARE, or healthcare reform Marketplace healthcare options.



#### Retirement Resources

You may start the retirement process as early as 90 days before your planned pension benefit commencement date by requesting a pension commencement package. You may pre-enroll in retiree medical benefits when you are within 60 days of your retirement date. This will allow you enough time to get everything in place for a smooth transition.

Ask a Health & Insurance Representative for help. Just call 1-866-473-2016 (Request Health and Insurance) and ask to speak to a Retiree Medical Advisor.

Complete	Task
	When? Know the date when you are going to terminate or leave the company.

All slides available on the Career Transition Service web site

# Your Benefit Resources – Retiree Medical Modeling

Complete	Task
	When? Know the date when you are going to terminate or leave the company.
	Preview your Retiree Medical Insurance (Modeling Tool)  You can preview your retiree medical coverage by working through a sample enrollment process. You'll learn which plan options are available to you and their costs. If eligible, you may pre-enroll in the plan of your choice up to 60 days prior to your retirement date.  Once you leave Boeing, you have 30 days to enroll in retiree medical, if eligible.
	Learn About COBRA (Modeling Tool)  You can preview COBRA coverage and costs by working through a sample enrollment process here. COBRA is generally limited to 18 months, and if you have retiree medical options, you will have another opportunity to enroll in retiree medical when your COBRA coverage ends. In addition to retiree medical, you may also enroll in COBRA dental. For some retirees, COBRA may be a better and less expensive option initially. If you are Medicare eligible, Medicare is primary to COBRA coverage.
	Update your communication preferences before you leave the company  Continue receiving up-to-date information regarding your benefits in Retirement by ensuring we have the right contact information for you.
	Learn About Conversion of Current Insurance Coverages
	Find out if you can convert the life insurance and accidental death and dismemberment (AD&D) coverage you have through Boeing to individual coverage that continues after you retire. For more information, call the Boeing Service Center for Health & Insurance at 1-866-473-2016.
	Review Your Health Reimbursement Account and Health Savings Account  If you have health reimbursement and/or savings accounts, you may be able to use the money in your accounts to help pay for future retiree medical expenses. For more information, please contact your plan administrator located on the Health & Insurance Summary page.
	Learn About Your Coverage when Medicare Eligible  Most people become eligible for Medicare health care coverage when they reach age 65, or earlier if due to disability.  Learn about how Medicare works and what expenses it's likely to cover by visiting the Medicare web site by clicking on the link above. Our partner, SSDC, will explain enrollment in Medicare and assist with completion of any related Medicare forms. Contact SSDC at 1-877-768-3011.

All slides available on the Career Transition Service web site

### **Voluntary Investment Plan (VIP)**

- If your account balance is more than \$1,000, you may leave it in the VIP
  - -Subject to required minimum distributions upon reaching age 72
  - You are 100% vested in your account(s).
  - Multiple investment options and can still make investment changes like you can today.
  - Access to professional investment advice.
  - Contributions and loan payments automatically stop (though loan payments may be set up from individual bank account to avoid default).
- If your account balance is \$1,000 or less, it will be paid to you in a lump sum
  - You will be notified approximately 90 days before you receive your lump sum allowing you to elect another form of distribution.

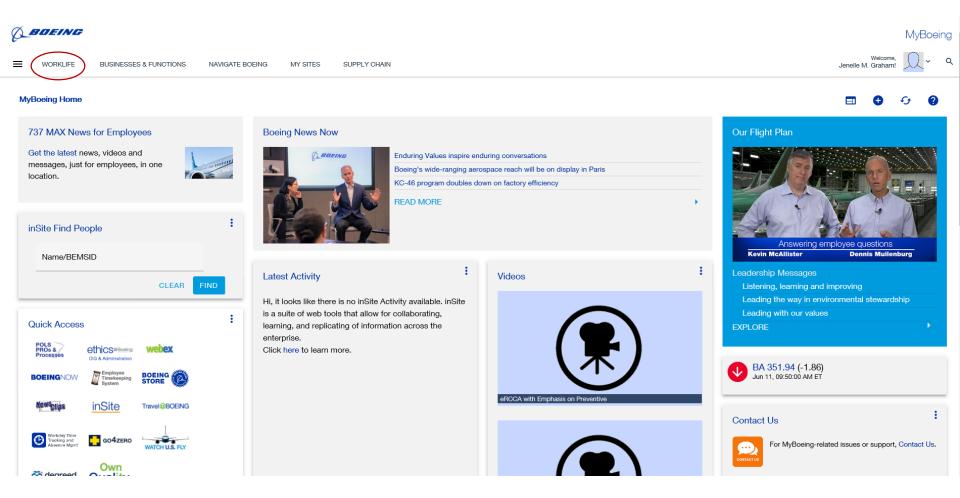
# **Voluntary Investment Plan (VIP)**

### Distribution Options

- When you elect to withdraw your money, you have several options:
  - Rollover to another qualified plan or IRA
  - Take a partial or total lump sum distribution
  - Installments
  - Commercial Period Certain annuity (5, 10, 15, or 20 year annuity) available for account balances greater than \$5,000
- Note: Approximately 2 weeks after the layoff, Termination packages are automatically sent out, or you may also print a Term Guide from the Documents & Forms section of My Retirement Income online at anytime

All slides available on the Career Transition Service web site

### **Retirement Benefits Online**



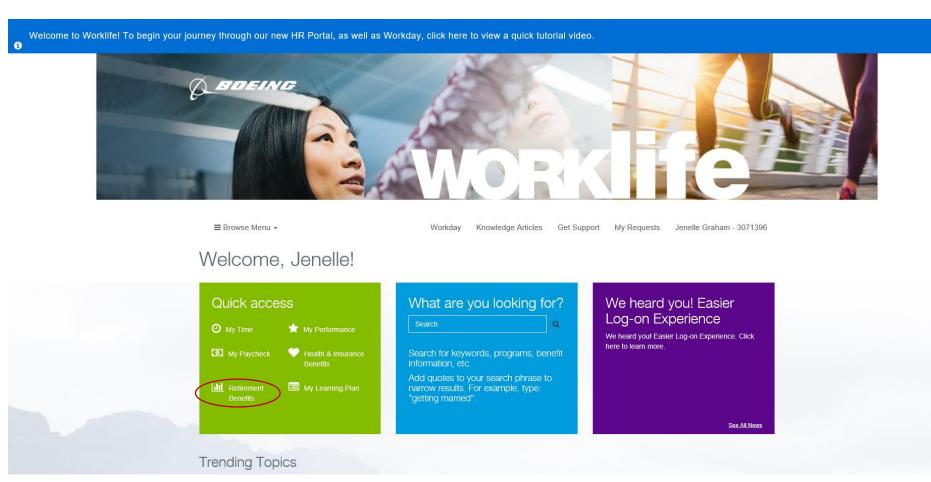
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### **Retirement Benefits Online**



All slides available on the Career Transition Service web site

## **Retirement Benefits - Savings**



All slides available on the Career Transition Service web site

### **Retirement Benefits – Device Authorization**



This is a Boeing Total Rewards Partner

#### **Device Authorization**

For your security, we need to make sure it's really you. Choose a way to receive a Device Code. (instructions)

- Email j\*\*\*\*\*\*\*\*\*\*\*\*\*m@b\*\*\*\*\*.com
- Text Message (xxx) xxx-2656
- O Postal Mail 4317 \*\*\*\*\*\*\*\*\*\*\*\*\*\*,CH\*\*\*\*\*\*,AZ,\*\*\*26

If you currently do not have access to the options above you can choose to validate with your Security Questions.

Security Questions



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### Retirement Benefits – Device Authorization



This is a
Boeing Total Rewards Partner

#### Device Code

Enter the Device Code provided by text.

Device Code	******	
		show

Request a new Device Code - this will replace any existing pending codes

Would you like to authorize this device for future use?

Yes - this is a device that I trust and use often	





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### Retirement Benefits - Savings

urvey Log Out Contact Us



Home Savings

Personal Information

Library

Good Afternoon JENELLE GRAHAM | June 09, 2019



Alerts & Opportunities

Welcome

Retirement Snapshot



#### Welcome to Retirement Benefits



#### Helpful links to get you started

- Access your savings plan information.
- Access your Tax Forms
- See how your pay, incentives, benefits and well-being programs work together to provide a comprehensive Total Rewards package
- View the Library to find documents and forms
- · View/update your savings beneficiary information
- Key Benefit Limits
- · Visit Communication Preferences to update how you receive your savings communications.
- Access QDRO Service Center



Message Center (1)





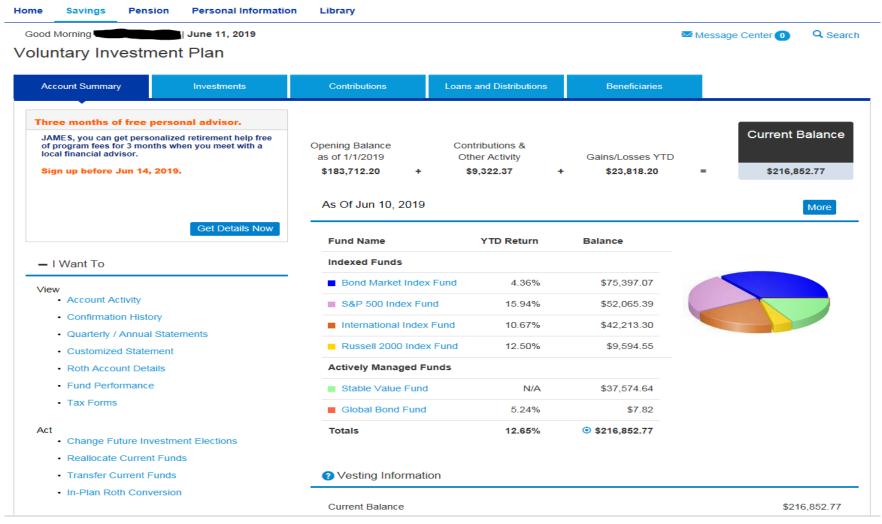
Total Rewards Statement



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# Retirement Benefits – Savings



All slides available on the Career Transition Service web site

# **Boeing Company Employee Retirement Plan**

### **Pension - Understanding the Benefits**

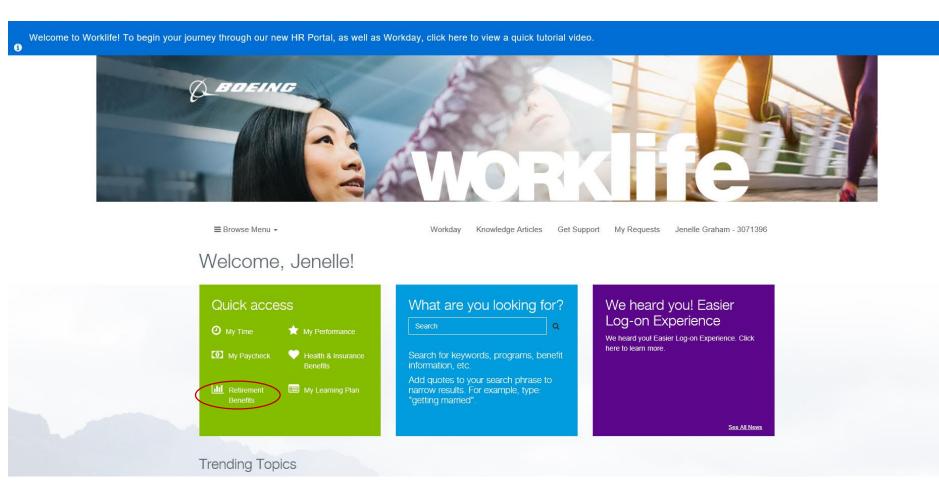
- Employees must be 55 and have 10 years of vesting service at time of VLO to commence the pension benefit.
- Age 62 or older when your employment ends (or you reach age 55 during your 6 year layoff period), with any Credited Service.
  - Employees under the age of 55 who become 55 within 6 years following the layoff, can bridge into early retirement.
- Employees who do not reach the age of 55 in the 6 years following the layoff, will not bridge into early retirement.
  - These employees may need to wait until the age of 65.
     Otherwise, the benefit will be greatly reduced.

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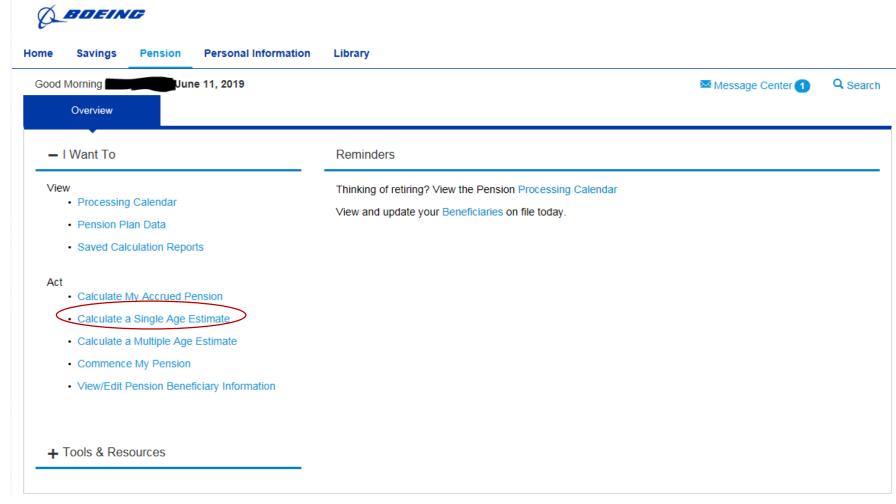
- Employees may estimate pension benefits from a layoff on the Retirement Benefits website or by calling the Boeing Retirement Service Center. Be sure to enter or provide your layoff date and termination reason to ensure the most accurate results.
- Steps for Requesting an Online Pension Estimate:
  - Logon to Worklife
  - Click Worklife From Work or Worklife From Home
  - Click Retirement Benefits link
  - Go through **Device Authorization** Process
  - Click on Pension Tab at the top of the screen
  - Click Estimate My Pension

### Follow the steps and answer the questions

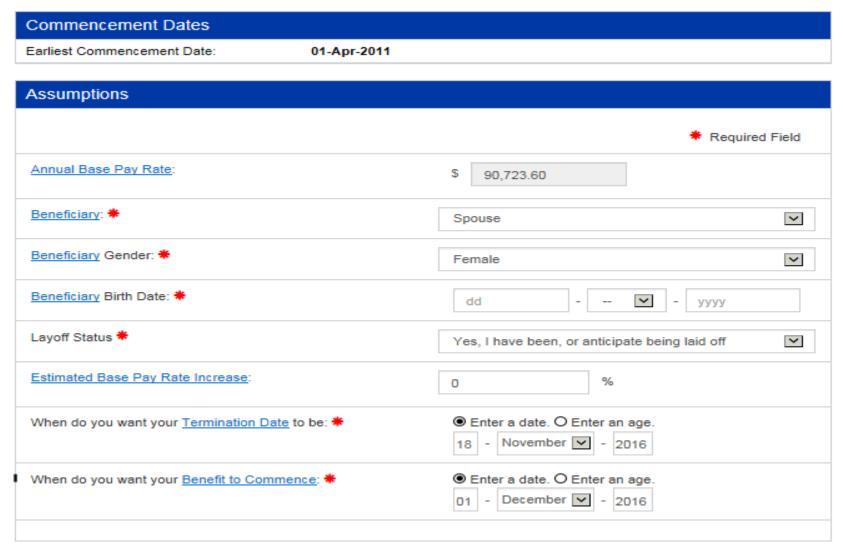
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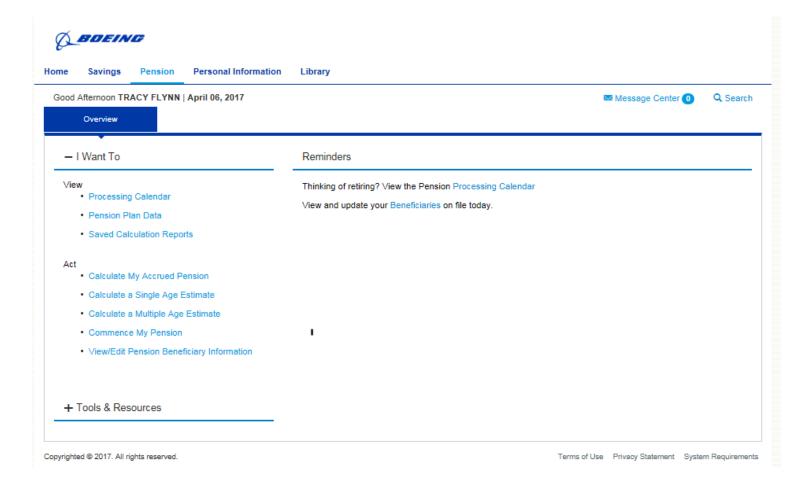
Assumptions				
Annual Base Pay Rate:				
Beneficiary:	Spouse			
Beneficiary Gender:	Female			
Beneficiary Birth Date:				
Layoff Status	Yes, I have been, or anticipate being laid off			
Estimated Base Pay Rate Increase:	0 %			
When do you want your Termination Date to be:	18-Nov-2016			
When do you want your Benefit to Commence:	01-Dec-2016			

Recalculate

# Generate a report with additional details pertaining to this calculation estimate: O Mail to my address of record OR Place report in My Saved Calculation Reports for online viewing (PDF) December 2016 Thank you. Your request is being processed. Note: If you choose to save your estimate results as a Saved Report, it may take several minutes to create and save. Once completed, you will be able to view your saved reports by clicking the Saved Calculation Reports link located within the Pension Section on your My Retirement Income page. If you chose to have your estimate results mailed to you, please allow 7-10 days for delivery.

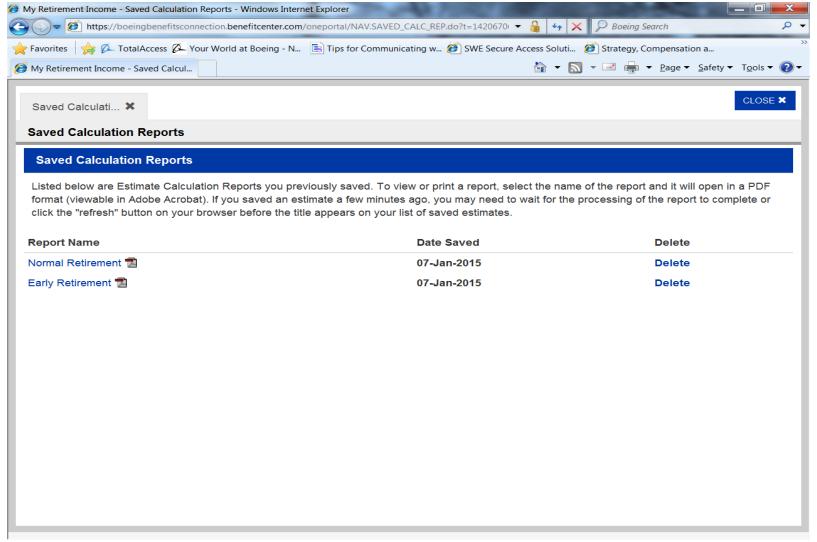
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### **Online Pension Estimator Tool**



All slides available on the Career Transition Service web site

## **Online Pension Estimator Tool**



All slides available on the Career Transition Service web site

### **Initiate Pension Commencement**

- Employees who wish to commence their pension must:
  - Submit their pension choices online via "Commence My Pension", or
  - Request a paper pension commencement packet by calling the Boeing Retirement Service Center through Worklife at 866-473-2016 and reply **PENSION**
- Each of these options cannot be done more than 90 days from the intended pension commencement date and NO LATER than the 20<sup>th</sup> of the month prior to the intended pension commencement date.
- Example:
  - Layoff Date: 11/17/19
  - Commencement Date is 12/1/19
  - "Commence My Pension" online (if eligible) or order a packet as early as 9/1/19 or as late as 11/20/19.

All slides available on the Career Transition Service web site

### For More Information

- Contact any of the Boeing Service Centers through Boeing Worklife
  - On the Boeing Web: Log on to https://my.boeing.com and click the Worklife tab
  - From Home: <a href="https://boeing.service-now.com/worklife">https://boeing.service-now.com/worklife</a> \*
  - By telephone: 1-866-473-2016 \*
    - Customer service representatives generally are available during regular business hours
    - Reply SAVINGS or PENSION or HEALTH & INSURANCE when asked the question 'how may I help you today?'
    - Savings & Pension related questions: retirementcoordinator@boeing.com

\* You will need your BEMSID and Worklife password

### **Worklife Password**



■ Browse Menu

Workday

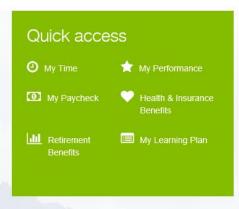
Knowledge Articles

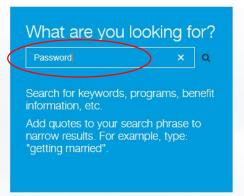
Get Support

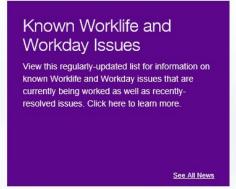
My Requests

Jenelle Graham - 3071396

#### Welcome, Jenelle!







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■ Browse Menu →

Workday

Knowledge Articles

Get Support

My Requests

Jenelle Graham - 3071396

Home

Search

Search

Q

> All > HR Service Catalog > HR Knowledge Base

Search results for 'password'

#### Too many search results?

- Add quotes to your search phrase to narrow results. For example, type: "getting married".
- You can also narrow results to only HR Service Catalog (i.e. support requests and quick access links) or HR Knowledge Base articles by making a selection in the column to the left.
- ✓ Update Worklife Password
- Password Help and Clarification

Overview Applies To Retirement Benefits Password Registration Worklife Password for the Worklife Portal Subsidiary and Contract Employee Password Reset Overview Tips for helping callers with variou

Article: KB0018343 - Published: a day ago

Managing Your Worklife Password

Overview Applies To About Your Password Managing or Changing Your Password Forgot My Password Unlocking My Password Guidelines for Creating Your Own Password Troubleshooting: Logging In Externally Pri

Article: KB0010781 - Published: 5d ago

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### **Worklife Password**



worklife

Compensation ~

Career ~

Profile ~

HR Tools ~

#### Worklife Password

Did you know? You can get to Worklife from computers outside of the Boeing network, such as your home computer.

Whenever you use Worklife via the phone or external internet, you must provide both your unique Worklife password and your BEMSID.

Your BEMSID is: 3071396

Your Worklife password is not your Windows, WSSO or ETS Password!

#### Manage Your Worklife Password

Forgot password

Change password

Establish password (New Hires)

Unlock password

#### More Information about my Worklife Password

- ▶ How do I use my Worklife password over the phone?
- Can I change my password when I'm not on the Boeing network?

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## **Hourly Workforce**

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## **Hourly Workforce**

#### Voluntary Layoff:

Release and Waiver & Layoff Benefit

#### Involuntary Layoff:

- Layoff Benefit Election Form
- Recall Eligibility Rights
- Category A Recall Rights Filing
  - Registration of Availability for Recall
- Notification of Recall Offer
- Employee Responsibilities

## Hourly Workforce - Involuntary Layoff Layoff Benefit Election Form

#### • Eligibility:

- Must have at least 1 full year of company service. If you have less than 1 year
  of company service at time of layoff you are not eligible to receive a layoff
  benefit.
- Select benefit and sign form electronically via red bell in Worklife

#### Lump Sum:

 If employee elects the Lump Sum Option, all seniority under Article 14 and recall rights under Article 22 will be canceled.

#### Income Continuation:

 If no form is returned, employees affected by involuntary layoff will default to the Income Continuation Option.

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## Hourly Workforce - Involuntary Layoff Recall

#### Recall Eligibility Rights (Article 22.1)

- Category A Refers to the rights of those qualified employees with seniority who have been affected by a surplus
  - Based on seniority at the time employee is affected by surplus.
  - Jobs held for 90 or more consecutive days (does not include temporary promotions)

#### Recall Eligibility Letters

 Affected employees will receive a Recall Eligibility Letter in their Worklife account approx. 3 days prior to the layoff effective date listing jobs they have rights to.

#### **Seniority Eligibility**

- For employees with less than 3 years seniority, 3 years recall
- For employees with 3 or more but less than five 5 years seniority, 5 years recall
- For employees with 5 or more years seniority, 8 years recall

All slides available on the Career Transition Service web site

# Hourly Workforce - Involuntary Layoff How to File a Category A Recall

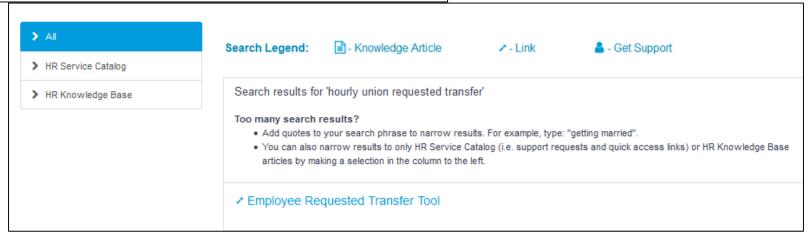
Refer to the Recall Eligibility Letter received via Worklife for eligible jobs.

- May file Category A recall anytime after Monday following the layoff date
   From Home log into Worklife
  - BEMS ID and Worklife password are required
  - Worklife > Career > Career opportunities relocations and assignments > employee requested transfer tool
  - If unable to get into Worklife you can contact Worklife directly on 866-473-2016
- Employee will receive a confirmation immediately upon activating their filings
- <u>File only for the job(s) and location(s) you are willing to accept.</u> Refusal of an external recall offer results in loss of seniority and job rights per Article 22.18(c)

Hourly Workforce – Involuntary Layoff Worklife Navigation



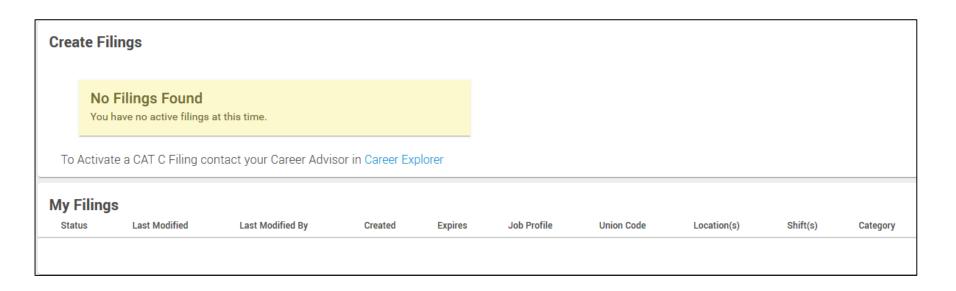
Worklife > Search bar > Hourly
Union Employee Requested
Transfer



All slides available on the Career Transition Service web site

# **Hourly Workforce – Involuntary Layoff Worklife link send you to the REMAT Filings Page**





All slides available on the Career Transition Service web site

## Hourly Workforce - Involuntary Layoff Notification of Recall Offer

- The Company has an obligation to fill requirements in accordance with the Collective Bargaining Agreement
- Recall offers are sent to the address on file with the Company
  - Delivery signature is required
  - ■You have 7 work days to respond to a recall offer per Article 14.3
  - Failure to respond or refusal of a recall offer will result in loss of seniority per Article 22.18
    - If a recall candidate fails to respond then they can contact the Company in writing within thirty (30) calendar days of seniority loss, their seniority will be reinstated and they will be placed on the Category A roster in seniority order per Article14.3(a)(3)

# Hourly Workforce - Involuntary Layoff Sample: Hourly External Recall Offer

February 22, 2013

Employee Name 123 Clover Lane Somewhere, WA 54321

Dear Employee Name,

On behalf of The Boeing Company, I am very pleased to extend to you a contingent recall offer of employment for a union represented position of Factory Service Attendant, Job Classification/Code 8820A, with Shared Services Group, located in Everett, Washington. You will be working in the 40-88 building on 2nd shift. Your beginning payroll earnings will be \$13.47 base rate per hour. Cost-of-living is folded into your base rate and is reviewed each quarter to determine what, if any, adjustments are to be made. In addition, employees assigned to second shift receive a shift differential of \$.75 per hour or \$.10 per hour if assigned to third shift.

This position is for full-time employment to that from which you were laid off therefore, you will be removed from recall status should either of the following occur:

- Rejection of this offer or failure to respond by March 5, 2013.
- Failure to report to work within the date agreed upon by your Staffing Specialist.

Your employment offer and/or continued employment is contingent upon approved results or satisfactory completion of the following as determined by The Boeing Company. (Further details of each contingency can be found in the Employment Requirements section below and in the applicable documents included in your offer package.)

If you have any questions, or to announce your decision, please contact the undersigned at 206-662-0946 or via email at <a href="mailto:John.m.doe@boeing.com">John.m.doe@boeing.com</a>. We look forward to your favorable response and having your return to The Boeing Company.

Sincerely,

John Doe Staffing Specialist Global Staffing

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## Hourly Workforce Employee Responsibility

- Keep Boeing informed with accurate contact information
  - Keep your address and telephone number current by:
    - Online at boeing.com/express or
    - Calling Worklife 1-866-473-2016
- Return all pages of the signed Release and Waiver Agreement (Voluntary Layoff only)
- Activate your Category A Recall <u>after</u> layoff (Involuntary Layoff)
  - Online via Worklife
  - File only for the job(s) and location(s) you are willing to accept
  - Refusal of recall offer results in loss of seniority and job rights

## **Hourly Workforce**

## **Questions & Answers**



## IAM/Boeing :: Joint Programs



### Career Advisor Services

- Career Advising
- Job Search Assistance
- Career Planning

- Resume Assistance
- Interview Tips
- Education Assistance

**Puget Sound Locations:** 

Auburn, Everett, Frederickson, Kent, Renton, Seattle and Tukwila

## Please contact a career advisor with any questions you have regarding your benefits call: 1-800-235-3453

Internal Web: www.iamboeing.web.boeing.com

External Web: <u>www.IAM-Boeing.com</u>

All slides available on the Career Transition Service web site

All slides available on the Career Transition Service web site

#### **Final Paycheck**

- Your final Payroll check with payment through your last day of employment will follow your Direct Deposit elections and your pay statement will be mailed to your address of record. Final pay is processed in the next available bi-weekly cycle following your termination date being recorded by Human Resources.
- State Law The exception to the above are select states that require
  the final paycheck on the last day of employment or shortly
  thereafter. The final paycheck is sent via Federal Express to your
  home address of record. You are not required to sign for the delivery.
  Applicable states are as follows:
  - Paid on last day: CA and OR (voluntary and involuntary),
     HI, IL, MA, MI, MN, MO, NV, (involuntary only)
  - Paid in 1 day: CO, CT, DC, UT (involuntary only)
  - Paid within 6 days Texas (involuntary only)
  - Paid within 7 day Arizona (involuntary only)

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- Your Layoff Benefit Payments will also follow your Direct Deposit elections with the following exception:
  - (CA Only you must re-enroll in direct deposit one week after your termination date through the Worklife portal at <a href="https://www.boeing.com/employee-and-retiree.page#/retirees">https://www.boeing.com/employee-and-retiree.page#/retirees</a> –
     Depending on the termination date and timing of layoff benefit payments, you may receive a paper check for your first layoff benefit payment)
- Everyone's Direct Deposit will be retained for 420 days following your termination date for any further payments such as MIP and PBI.
- Everyone will have access to the though Worklife to make changes/additions during the 420 day post termination period.

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- Payroll Deductions:
- All normal deductions will be deducted from your final check unless cancelled by you at least one week prior to your separation from the company. This is for voluntary deductions such as the Boeing Health Club.
- Vacation and Sick Leave Balance Payouts.
- All vacation and sick leave accrued through your last day of employment will be paid out on your final check at your current base rate of pay and shift differential.
- These balance payouts are not eligible for VIP contributions.

All slides available on the Career Transition Service web site

 In accordance with Federal Guidelines all supplemental payments which include, Lump Sum layoff benefit payment & any Vacation & eligible Sick leave balance payouts are all taxed at the flat rate of:

•	Federal Tax	22.0%
-	i edelal lax	ZZ.U /0

State Tax
 If applicable

Social Security/Medicare Tax 7.65%

All slides available on the Career Transition Service web site

- Layoff Benefits
- If you have elected the layoff benefit:
  - Income Continuation

Paid to you **by** the second regular payday following the date of layoff These payments will be made every other week on your regular scheduled payday until the benefit payout is complete These checks are taxed at your current Federal withholding election, plus other applicable taxes and garnishments if any.

Lump Sum Option (Lump Sum is the only option for VLO)

This will be paid to you **by** the second regular payday following the date of layoff

This check is taxed at the Federal supplemental rate, plus other applicable taxes

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#### Other Information

- Once separated you can no longer contribute to savings (401K), so layoff benefit pay cannot be directed there
- Your layoff benefit pay must be reported on your W2 earnings in the tax year issued
  - Social Security is 6.2% on the retirement portion that carries a \$137,700. maximum for 2020
  - Medicare is 1.45% is and has no maximum
- Week of pay = The hourly base rate of pay, plus any applicable cost of living adjustments, (excluding shift differentials or other premiums), multiplied by the number of normally scheduled part-time or full-time hours in a work week, up to a maximum of 40.0 hours.

All slides available on the Career Transition Service web site

Payroll Calendar

**Payroll** 

All slides available on the Career Transition Service web site

#### W-2 Forms

- Mailed in January
  - You will receive a paper copy mailed to your last known address
  - Keep your address current for any future mailings & communication from the Boeing Company

All slides available on the Career Transition Service web site

Work Day – Toll Free 1-866-473-2016 and Work Day from home:

https://www.boeing.com/employee-and-

retiree.page#/retirees

Your password is available within the Boeing Internal Work

Day website

All slides available on the Career Transition Service web site

# **Employee Assistance Program and Solutions for Life**

All slides available on the Career Transition Service web site

## Agenda

- What is the Employee Assistance Program (EAP) and Solutions for Life?
- What kind of problems are addressed by the EAP and Solutions for Life?
- How does it work?
- How to reach the EAP and Solutions for Life.

All slides available on the Career Transition Service web site

#### What is EAP and Solutions for Life?

- A counseling and referral resource for a broad range of issues and concerns
- Professional, Licensed Specialists
- Assessment, referral, up to 6 sessions
- Provide trainings for employees and managers on managing change, resiliency, coping with anxiety, and more
- Provide community resources and referrals

All slides available on the Career Transition Service web site

## Problems addressed by the EAP

- Work Related Concerns
- Work/Life Issues
- Marital and Family Problems
- Emotional Behavioral Challenges
- Alcohol and/or Drug Use
- Legal and/or Financial Concerns

All slides available on the Career Transition Service web site

#### How does the EAP work?

- Confidential
- 1-6 sessions at no cost for employees and their dependents for a broad range of concerns
- You continue to have access to services in the community after your layoff
- Easy access
  - Toll-free phone number
  - Web site
  - Onsite providers at some locations

All slides available on the Career Transition Service web site

#### How does Solutions for Life Work?

#### **Resources and Referrals for:**

- <u>Care Services</u>: adult care, caregiver support, child care, summer camps, holiday child care
- Convenience Services: Help with home maintenance and repair, relocation, pet care
- <u>Education Services</u>: education resources including preschools, public and private schools, tutors and test preparation
- Parenting and growing family services: information on parenting, adoption

All slides available on the Career Transition Service web site

#### How to reach EAP and Solutions for Life

Call 866-719-5788 24/7

#### Go to www.achievesolutions.net/boeing

- Access topical articles
- Request services via the online request form
- Search for resources through online data bases

All slides available on the Career Transition Service web site

## eap.web.boeing.com



Almost everyone, at some point, could use the support of a professional who's trained to help with life's difficulties. Boeing employees and their families have confidential access to that kind of service at no cost to them through the Employee Assistance Program and Worklife Solutions.

#### In the U.S. 866-719-5788 -- Outside the U.S. +44 20 8987 5966







Find Assistance



Take a Look



In the News

All slides available on the Career Transition Service web site

# Legal and Financial Solutions 866-719-5788 Option 3



## Legal and Financial Solutions

A service provided for Boeing employees



The Boeing Company has contracted with ValueOptions® to provide legal and financial solutions for Boeing employees. This service gives you easy and convenient access to thousands of lawyers, and telephonic access to certified public accountants, certified financial planners and budget specialists with just a phone call.

If you need legal assistance, you are referred to an individual attorney in your area who is experienced in general law and able to explain legal issues in easy-to-understand terms.

You are also entitled to a complimentary consultation of up to 30 minutes with a certified public accountant, financial planner, budget specialist or licensed securities broker. The financial counselors provide telephonic counseling for issues including debt problems, retirement planning, family budgeting and other personal financial issues.

We all need legal or financial advice from time to time. And getting it is as easy as making a phone call. To learn more or to use the service, call 866-719-5788 and choose option 3.

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## Legal and Financial Solutions can help

- Divorce
- Child custody and visitation
- Restraining and protective orders
- Adoption and guardianship
- Bankruptcy
- Tax issues
- Foreclosures
- Repossessions
- Evictions
- Landlord and tenant disputes
- Real estate
- Consumer complaints
- Small claims court
- Retirement planning
- Wills and trusts
- Estate planning and probate
- Auto-related matters
- Traffic violations
- Identity theft
- Education funds



#### Restrictions

Legal and Financial Solutions can help you with virtually any legal situation except the following:

- Employment issues Advice will not be given on disputes between employees and employers.
- Corporate law The service is not a substitute for corporate counsel.
- Second opinions Advice will not be given on how another lawyer is handling a legal situation.
- Third-party callers Individuals cannot seek advice to help someone else.
- Investments Advice will be provided for investment strategies, but not for specific investments.



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All slides available on the Career Transition Service web site

## **Career Transition Services (CTS)**

All slides available on the Career Transition Service web site

## Career Transition Services are delivered virtually for all US based locations

## **CTS Website** has information on;

Layoff briefing schedule, Resume Writing & Interviewing
 Techniques Workshop schedule, external jobs page, and a variety
 of additional resources.

## Layoff Briefings include;

- Layoff Benefits, Insurance, 401K/Pension, Payroll, EAP, CTS, Rehire Consideration, WorkSource / One Stop, General Unemployment Insurance
- The resume and interview workshop is designed to be available via WebEx. Sessions last 1.5 hours

All slides available on the Career Transition Service web site

## **Career Transition Services**

If you are on an Involuntary Layoff or have been accepted to a Voluntary Layoff <u>never</u> self terminate in Worklife.

# Workforce Innovation and Opportunity Act (WIOA) & Unemployment Insurance (UI) General Information

All slides available on the Career Transition Service web site

## **Workforce Innovation and Opportunity Act**

#### What is it?

Public and privately funded programs and resources in a One Stop location designed to put the workforce back to work with the skills necessary to compete in the local job market.

#### The Goal...

To help you find and retain employment

Identify then eliminate/manage the barriers that prevent employment

All slides available on the Career Transition Service web site

## **WIOA**

#### Your local resource for:

- Job Search Tools
  - Job Postings
  - Job Fairs
  - Resume Assistance
  - Skill Building Resources
  - Career Interests & Skills Assessments
  - Labor Market Information
  - Training Resources
- Computer/Internet Access
  - Job Searching
  - Online Applications
  - Resume Creation
  - Cover Letters & Thank You Letters
  - Fax/Phone/Copier
  - Application/Resume submission
  - Job Inquiries

- Resume Services
  - Reviews & Critiques
  - One-on-One Assistance
- Possible Group Workshops
  - Computers & Microsoft Applications
  - Resume
  - Interviewing
  - Job Search
  - Others

All slides available on the Career Transition Service web site

## **WIOA**

## Possible Workforce Center Partners and/or Programs

Unemployment representatives Workforce Innovation and Opportunity Investment Act Programs (Adult, Dislocated Worker, Youth)

Vocational Rehabilitation Veterans Services and Representatives Job Corps

**Senior Services** 

## One-Stop Partners Required by Title I of the Workforce Investment Act

(The list below is the required partners, but centers can add additional if they choose. And not all those listed may be housed in the same facility- they are just required to partner.)

<u>Adults</u>

**Dislocated Workers** 

Youth 1

**Adult Education** 

Postsecondary Vocational Education

Vocational Rehabilitation

## One-Stop Partners Required by Title I of the Workforce Investment Act – Con't

Title V of the Older Americans Act

Trade Adjustment Assistance

Veterans Employment and Training Programs

Community Services Block Grant

Employment and training activities by the

Department of Housing and Urban

**Development** 

**Unemployment Insurance** 

Job Corps

Bureau of Apprenticeship and Training

#### **Additional Partners**

Other human resources program partners that may participate in the one-stop

**Transportation** 

**TANF** 

USDA Food Stamp Employment and Training Programs

All slides available on the Career Transition Service web site

## **WIOA**

## First Step:

- Visit your local Workforce Center to access all services and programs available to Dislocated Workers
- Bring proof of the following with you:
  - Age
  - Authorization to Work in the United States
  - Layoff Letter or Eligibility of UI Benefits or a copy of your work history printed from Worklife showing your layoff
  - DD-214 (veterans)
  - Additional documentation may be required based on your state or region

## Keep the following in mind...

- Stay with your employer until laid off
  - If you quit before your layoff date you may not be eligible for all programs, you could still be eligible for some
  - Training opportunities vary state to state so be sure to consult with your local office regarding training opportunities

All slides available on the Career Transition Service web site

## **UI General Information**

- Employer paid tax, employees don't contribute and is paid based on the state where the work was done
- Rules are State by State on all details
- All have a web site
- Able, Available, and Actively seeking work
- The claim is open for a full year although the weeks of benefits are somewhere between 16 and 26 usually
- All require weekly reporting, weeks go from Sunday to Saturday
- Do not quit, get fired or refuse work
- Use the first 4 of the last 5 completed quarters of earning to determine weekly amount
- Do not use the term VLO or voluntary, only say Layoff because your skill was declared in surplus and Boeing did reserve the right to refuse a volunteer, which left the final decision about layoff with the company (the term voluntary is only an internal Boeing term)

All slides available on the Career Transition Service web site

## **Unemployment Insurance** and WIOA Services

#### **Contacts:**

Any State: 877-872-5627 <u>www.servicelocator.org</u>

Boeing address for UI claims: PO Box 3707, Seattle WA 98124

Alabama <a href="http://labor.alabama.gov/uc/">http://labor.alabama.gov/uc/</a>

Arizona <u>www.azui.com</u>

California <u>www.edd.ca.gov</u>

Colorado <a href="https://myui.coworkforce.com/">https://myui.coworkforce.com/</a>

Florida www.fluidnow.com or www.floridajobs.org

Georgia <a href="http://www.dol.state.ga.us/js/">http://www.dol.state.ga.us/js/</a>

Illinois <a href="http://www.ides.illinois.gov/">http://www.ides.illinois.gov/</a>

Kansas <u>www.getkansasbenefits.gov</u>

Maryland <a href="https://www.dllr.state.md.us/employment/uibenefits.shtml">https://www.dllr.state.md.us/employment/uibenefits.shtml</a>

Missouri <u>www.labor.mo.gov</u>

Montana <a href="http://uid.dli.mt.gov/">http://uid.dli.mt.gov/</a>

All slides available on the Career Transition Service web site

## **Unemployment Insurance** and WIOA Services – Continued

#### **Contacts:**

N Carolina <a href="http://www.ncesc1.com/individual/webInitialClaims/applyBegin.asp">http://www.ncesc1.com/individual/webInitialClaims/applyBegin.asp</a>

New Mexico <a href="http://www.dws.state.nm.us/UnemploymentInsurance/UITaxClaimsSystem/NMWorkforceConnectionUISystem">http://www.dws.state.nm.us/UnemploymentInsurance/UITaxClaimsSystem/NMWorkforceConnectionUISystem</a>

Ohio <a href="https://unemployment.ohio.gov/PublicSelfServiceChoice.html">https://unemployment.ohio.gov/PublicSelfServiceChoice.html</a>

Oklahoma <a href="https://unemployment.state.ok.us/">https://unemployment.state.ok.us/</a>

Oregon <u>www.workinginoregon.org</u>

Pennsylvania <u>www.uc.pa.gov</u>

S Carolina <u>www.sces.org</u>

Texas <u>www.texasworkforce.org</u>

Utah <a href="https://jobs.utah.gov/ui/InitialClaims/welcome.aspx">https://jobs.utah.gov/ui/InitialClaims/welcome.aspx</a>

Virginia <a href="http://www.vec.virginia.gov/unemployed">http://www.vec.virginia.gov/unemployed</a>

Washington <a href="https://esd.wa.gov/unemployment">https://esd.wa.gov/unemployment</a>

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