

Benefits Transfer Over Role Transitions

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Role Transition: Full-Time to Part-Time Non-SCA

Part-Time 30+ Hours Per Week

If you are transferring to a part-time role and scheduled to work 30 or more hours per week, there are no changes to your benefits. If you are on a Paid Time Off (PTO) accrual schedule, your accrual will continue based on actual hours worked. Sick Leave hours will accrue if required by your state or local government.

Part-Time Less than 30 Hours Per Week

If you are transferring to a part-time role and scheduled to work less than 30 hours per week, the information below applies to you. All employees, regardless of scheduled hours, are eligible for certain wellbeing programs, including our Employee Assistance Program (EAP).

This document explains the changes and any actions required by employees. We encourage employees to carefully review this information to maximize their benefits.

Maximus Benefits Eligibility

If your weekly schedule is less than 30 hours, you will no longer be eligible for Maximus benefits.

- Your eligibility for short and long-term disability ends on your last day as an eligible employee.
- All other coverage will remain in place until the end of the month when your status change occurs.
- You will be able to maintain your current medical, dental, vision, and/or Flexible Spending Account (FSA) coverage through COBRA (if enrolled).

If you have a Health Savings Account (HSA) through Maximus, any amounts remaining in your account will continue to be yours and available for your use; however, you will incur a small monthly administrative charge. To avoid this administrative charge, you may choose to move your HSA balance to a bank or institution that does not charge a fee.

Tuition Reimbursement

Employees scheduled to work less than 30 hours per week are not eligible for the Maximus Tuition Reimbursement Plan.

Paid Time Off (PTO)

Employees classified as part-time are not eligible under the non-Service Contract Act (SCA) for Maximus PTO and other leave benefits.

Sick Leave

As a part-time employee scheduled to work less than 30 hours, you will begin to accrue Sick Leave at the rate of one hour of sick for every 30 hours worked.

Holidays

Employees classified as part-time receive 6 hours for each recognized holiday. The Payroll and Holiday Calendar can be found on [MyMaximus](#).

Questions About Benefits?

Questions regarding:

- Your benefits coverage or enrollment as a **non-SCA employee**, Maximus Benefits Center 877.385.0710 (8 a.m. to 8 p.m. ET Monday through Friday).
- PTO or holiday pay should be directed to your local HR Representative.
- HSA or HRA questions should be directed to Health Equity at 866.346.5800 or my.healthequity.com.

Congratulations on your new schedule. We encourage you to review the changes to your benefit options so that you can make wise choices. You are an integral part of our team, and we wish you all the best in your ongoing career with Maximus.

Role Transition: Part-Time to Full-Time Non-SCA

Congratulations on your new schedule!

Significant changes will be made to your benefits as part of this transition. Maximus is pleased to provide you with a robust benefits package that will not only give you or your family the coverage you need but also the guidance to help you or your loved ones live a healthier life.

This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Benefits Eligibility

If your expected weekly schedule is more than 30 hours, you will be eligible for healthcare benefits starting the first of the month following your schedule change.

You will receive an emailed notification with instructions for changing your elected benefits. Visit the [Maximus Benefits Portal](#) to obtain plan information and enroll in your benefits. If you need assistance signing in or navigating the website, contact the Benefits Center at 877.385.0710 (8 a.m. to 8 p.m. ET Monday through Friday).

If you take no action, you cannot enroll in most benefits until Open Enrollment or have a Qualifying Life Event (QLE) defined by the IRS. All QLEs must be processed using the [Maximus Benefits Portal](#). After logging in, navigate to "Change your coverage" and select your applicable event.

Another great resource is our **Benefits First Stop** at maximus.com/NSCA-benefits. Here, you can find plan documents, webinars, and other informative materials from our benefit partners. To log in, you will use your Maximus email address.

Important Note: Your new status must be processed before you can log in. This should occur the first Tuesday after Maximus processes your transfer. **Due to your status change as a transfer, you must enroll in your benefits as a "Life Event" on the enrollment platform. For event type, select "Change in work status with a gain or change of eligibility."**

Dependent Verification

Suppose you elect benefit coverage for any dependent spouse or child(ren). In that case, which you didn't previously have in place, you will need to complete the dependent verification process under the [Maximus Benefits Portal](#)

The [Benefits Guide](#) contains a list of acceptable documents. You will not need to verify previously verified dependents again.

Life Insurance

Employees classified as full-time are eligible under non-SCA for Maximus Basic Life Insurance. This is your one-time base salary, and Maximus pays it 100%.

Disability Eligibility

Employees classified as full-time are eligible under the non-NSCA for Maximus Short-Term and Long-Term Disability benefits, which are paid at 100% by Maximus.

Paid Time Off (PTO)

Employees working 30 hours or more per week will accrue Paid Time Off (PTO) based on their service period, title, and employee type. Employees begin to earn PTO upon their start date.

Sick Leave

Non-SCA employees are not eligible for Sick Leave unless required by state or local law. Refer to the [Maximus Policies and Procedures](#) or contact your local HR Representative for more information.

Holidays

Non-SCA employees working 30 hours or more receive 8 hours of holiday pay per holiday. If you have any questions, contact your local HR Representative.

The Payroll and Holiday Calendar can be found on [MyMaximus](#).

Questions About Benefits?

Questions regarding:

- Your benefits coverage or enrollment as a **non-SCA employee**, contact the Maximus Benefits Center at 877.385.0710 (8 a.m. to 8 p.m. ET Monday through Friday).
- PTO or Holiday Pay should be directed to your local HR Representative.
- HSA or HRA questions should be directed to Health Equity at 866.346.5800 or my.healthequity.com.

Congratulations on your new schedule. We encourage you to review all your benefit options to make wise choices. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

Role Transition: Full-Time to Part-Time SCA

As part of this transition, your benefits will significantly change. This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Medical Benefits Eligibility

If your expected weekly schedule is less than 30 hours, you will not be eligible for medical coverage. Your current coverage will remain in place until the end of the month when your status change occurs. You will also receive an opportunity to maintain your current coverage through COBRA.

GSA National

Your status change to a part-time schedule will also be a qualified life event (QLE), allowing you to change your elected benefits. You will receive an email with instructions for changing your elected benefits.

GSA National administers benefits for SCA employees. Visit the [Maximus Benefits Portal](#) to obtain plan information and enroll in your benefits.

Your username and password will remain the same for the Maximus Benefits Center. If you need assistance signing in, contact GSA National at 800.250.2741 or customersupport@gsanational.com.

Another great resource is our **Benefits First Stop** at maximus.com/SCA-benefits. You will find plan documents, webinars, and other informative materials from our benefit partners here. You will use your Maximus email address to log in.

Important Note: Your new status will need to be processed by GSA National before you can log in. This should occur the first Tuesday after Maximus has processed your transfer. **Due to your status change as a transfer, you must enroll in your benefits as a “Life Event” on the enrollment platform. For event type, please select “Change in work status with a gain or change of eligibility.”**

Funding of SCA Benefits

The SCA benefit program is pre-funded. This means your Health and Welfare (H&W) rate and any additional benefit deductions you may have (based on the elections you make) will pay for benefit coverage for the following month. For example, if you elect benefits for a June 1 effective date, the H&W fringe rate and any additional payroll deductions you may have will begin in May for the June 1 effective date. Under this schedule, you may be refunded any payroll deductions taken during the month your schedule change was effective, as these were intended to fund coverage after your eligibility ended.

For a more comprehensive overview of how your benefits are funded, refer to the [Benefits Guide](#).

Life Insurance

If you were previously enrolled in life insurance as a full-time SCA employee, you will continue to be eligible for the same coverage as a part-time SCA employee.

Disability Eligibility/Waiting Period

As a part-time employee, you will no longer be covered by Short or Long-Term Disability coverage.

Paid Time Off (PTO)

Under the SCA, employees classified as part-time remain eligible for PTO and other leave benefits. Unused PTO balances will carry-over each year under SCA covered positions.

Annual PTO will accrue based on 40 hours every week. Weekly accrual rates will be adjusted effective to the date of transfer. Part-Time SCA employees will receive a prorated PTO balance based on hours scheduled in Workday and will remain eligible to accrue up to the maximum annual accrual based on their Continuous Service Date.

For more information, please review the SCA PTO Policy at [Maximus Policies & Procedures](#).

Sick Leave

If you previously accrued Sick Leave, you will continue to do so. Sick Leave is accrued weekly based on hours worked. As a part-time employee, the only change will be the number of hours you work.

Holidays

Part-time employees receive a pro-rated number of holiday hours based on their schedule. For example, an employee working a weekly schedule of 20 hours would be eligible for four hours on a holiday.

Holidays for SCA employees are determined by the Wage Determination that applies to each worker, depending on location. Holidays may vary based on the specific Wage Determination. If you are changing programs, your Holiday Calendar may change as some projects or contracts recognize different paid holidays. Contact your local HR Representative for any questions.

The Payroll and Holiday Calendar can be found on [MyMaximus](#).

Questions About Benefits?

Questions regarding:

- For questions about your benefits coverage or enrollment as an SCA employee, such as any pre-funded benefits, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.
- PTO or Holiday Pay should be directed to your local HR Representative.
- HSA or HRA questions should be directed to Health Equity at 866.346.5800 or my.healthequity.com.

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Congratulations on your new schedule. We encourage you to review your benefit options to make wise choices. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

Role Transition: Part-Time to Full-Time SCA

Congratulations on your new schedule!

Significant changes will be made to your benefits as part of this transition. Maximus is pleased to provide you with a robust benefits package that will not only give you or your family the coverage you need but also the guidance to help you or your loved ones live a healthier life.

This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Medical Benefits Eligibility

If your expected weekly schedule is more than 30 hours, you will be eligible for medical coverage that will take place the first of the month following your schedule change.

If you take no action, you will be automatically enrolled in **Employee Only** coverage in the SCA Core HSA medical plan at no cost to you. As an SCA employee, you **must opt out** of medical insurance if you do not wish to be automatically enrolled. For full opt-out criteria, refer to the [Benefits Guide](#).

GSA National

Your status change to a Full-Time schedule will also count as a Qualified Life Event (QLE) that allows you to change your elected benefits. You will receive an email with instructions for changing your elected benefits.

GSA National administers benefits for SCA employees. Visit the [Maximus Benefits Portal](#) to obtain plan information and enroll in your benefits.

Your username and password will remain the same for the Maximus Benefits Center. If you need assistance signing in, contact GSA National at 800.250.2741 or customersupport@gsanational.com.

Another great resource is our **Benefits First Stop** at maximus.com/SCA-benefits. You will find plan documents, webinars, and other informative materials from our benefit partners here. You will use your Maximus email address to log in.

Important Note: Your new status will need to be processed by GSA National before you can log in. This should occur the first Tuesday after Maximus has processed your transfer. Due to your status change as a transfer, you must enroll in your benefits as a “Life Event” on the enrollment platform. For event type, please select “Change in work status with a gain or change of eligibility.”

Funding of SCA Benefits

The SCA benefit program is prefunded. This means your Health and Welfare (H&W) rate and any additional benefit deductions you may have (based on the elections you make) will pay for benefit coverage for the following month. For example, if you elect benefits for a June 1 effective date, the H&W fringe rate and any additional payroll deductions you may have will begin in May for the June 1 effective date. Under this schedule, you may need to catch up on payroll deductions for elected benefits. Catch-up deductions, in increments of half a normal deduction per paycheck, will come out of future paychecks until you are caught up.

For a more comprehensive overview of how your benefits are funded, refer to the [Benefits Guide](#).

Dependent Verification

Suppose you elect benefit coverage for any dependent spouse or child(ren). In that case, which you didn't previously have in place, you will need to complete the dependent verification process under the [Benefits Portal](#).

The Benefits Guide contains a list of acceptable documents. You will not need to verify previously verified dependents again.

Life Insurance

If you were previously enrolled in life insurance as a SCA employee, you will continue to be eligible for the same coverage you have been enrolled in as a part-time employee.

Disability Eligibility/Waiting Period

The waiting period for disability coverage is six months. If you have been employed at Maximus for six months or more, your disability coverage will begin the first of the following month. If you have not been employed for at least six months, your SCA disability coverage will begin following the 6-month waiting period (calculated from Maximus date of hire).

Paid Time Off (PTO)

Under the SCA, employees classified as full-time remain eligible for Maximus PTO and other leave benefits. Unused PTO balances will carry-over each year under SCA covered positions.

Annual PTO will accrue based on 40 hours every week. Weekly accrual rates will be adjusted effective to the date of transfer. Full-time SCA employees will remain eligible to accrue up to the maximum annual accrual based on their Continuous Service Date.

For more information, please review the SCA PTO Policy at [Maximus Policies & Procedures](#).

Sick Leave

SCA employees may have sick leave available if they meet specific criteria based on the individual project they support. Refer to the [Maximus Policies and Procedures](#) or contact your local HR Representative for more information. If you have any sick leave accrued before your transfer to an

SCA status, you can still use these hours until they are exhausted. End-of-year carry-over limits for sick leave will still apply.

Holidays

Holidays for SCA employees are determined by the Wage Determination that applies to each worker, depending on location. Holidays may vary based on the specific Wage Determination. If you are changing programs, your Holiday Calendar may change as some projects or contracts recognize different paid holidays. Refer to your local HR Representative for any questions.

The Payroll and Holiday Calendar can be found on [MyMaximus](#).

Questions About Benefits?

Questions regarding:

- For questions about your benefits coverage or enrollment as an SCA employee, such as any pre-funded benefits, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.
- PTO or holiday pay should be directed to your local HR Representative.
- HSA or HRA questions should be directed to HealthEquity Member Services at 866.346.5800.

Congratulations on your new schedule. We encourage you to review your benefit options to make wise choices. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

Role Transition: Non-SCA to SCA

Congratulations on your new role!

Your new role is classified as a Service Contract Act (SCA) role, which means that you will now be an employee covered by the SCA.

Significant changes will be made to your benefits as part of this transition. Maximus is pleased to provide you with a robust benefits package that will not only give you or your family the coverage you need but also the guidance to help you or your loved ones live a healthier life.

This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Non-SCA (Current) Benefits Ending

Your current benefits coverage will end at the end of the month when your transfer is effective. No current elections will carry over – you must actively elect your benefits as a SCA employee.

If you are currently enrolled in a Maximus medical plan, your annual deductible and out-of-pocket amounts incurred to date will be transferred to your new SCA medical plan.

Health Reimbursement Account (HRA) balances do not transfer to SCA medical plans. HRA funds are forfeited when medical coverage under the HRA plan ends; however, any claims incurred while coverage is active will still be paid. The availability of HRA funds can be extended through the use of COBRA. If you have HRA-related questions, contact HealthEquity Member Services at 866.346.5800.

GSA National

GSA National administers benefits for SCA employees. Visit their site to obtain plan information and enroll in your benefits at gsanational.com.

Your username and password will remain the same for the Maximus Benefits Center. If you need assistance signing in, contact GSA National at 800.250.2741 or customersupport@gsanational.com.

Another great resource is our **Benefits First Stop** at maximus.com/Non-SCA-benefits. Here, you will find plan documents, webinars, and other informative materials from our benefit partners. You will use your Maximus email address to log in.

Important Note: Your new status will need to be processed by GSA National before you can log in. This should occur the first Tuesday after Maximus has processed your transfer. Due to your status change as a transfer, you must enroll in your benefits as a “Life Event” on the enrollment platform. For event type, please select “Change in work status with a gain or change of eligibility.”

New Benefits Start Date

The effective date of your SCA benefits coverage will be the first of the month following your transfer. You must submit new elections through the [Benefits Enrollment Portal](#) within 14 days of your transfer – **your current elections will not carry over.**

Due to the pre-funded nature of SCA benefits, employees are **encouraged to enroll within 14 days.** Although employees have up to 30 days to make their elections following the date of transfer, this could cause retroactive benefit deductions on your paycheck.

If you take no action, you will be automatically enrolled in **Employee Only** coverage in the SCA Core HSA medical plan at no cost to you. As an SCA employee, you **must opt out** of medical insurance if you do not wish to be automatically enrolled. For full opt-out criteria, refer to the [Benefits Guide](#).

Funding of SCA Benefits

The SCA benefit program is prefunded. This means your Health and Welfare (H&W) rate and any additional benefit deductions you may have (based on the elections you make) will pay for benefit coverage for the following month. For example, suppose you elect benefits for an effective June 1 date. In that case, the H&W rate withholding and any additional payroll deductions you may have will begin in May for the June 1 effective date. Under this schedule, you may need to catch up on payroll deductions for elected benefits. Catch-up deductions, up to \$200.00 per paycheck, will come from future paychecks until you are caught up. For a more comprehensive overview of how your benefits are funded, refer to the [Benefits Guide](#).

Dependent Verification

Suppose you elect benefit coverage for any dependent spouse or child(ren). In that case, which you didn't previously have in place, you will need to complete the dependent verification process under the [Benefits Portal](#). A list of acceptable documents can be found in the [Benefits Guide](#). You will not need to verify the previously verified dependents again.

Evidence of Insurability (EOI)

If you previously enrolled in life insurance as a non-SCA employee, you must re-elect your life insurance benefit.

Life insurance is subject to Guaranteed Issue (GI) and Evidence of Insurability (EOI) rules. GI is the amount of coverage you are guaranteed if you elect your life insurance within your initial benefits election window (30 days). If you elect coverage greater than the GI amount, the additional amount will be subject to EOI (documented proof of good health). MetLife will use EOI to determine if you have any underlying health conditions or additional health risk factors before providing coverage above the GI amount.

Disability Eligibility/Waiting Period

The waiting period for SCA disability coverage is six months. If you have been employed at Maximus for six months or more, your non-SCA disability coverage will end at the end of the month of transfer, and your SCA disability coverage will begin the first of the following month, so there are no gaps in coverage. If you have not been employed for at least six months, your non-SCA disability coverage will end as of your transfer date, your SCA disability coverage will begin following the 6-month waiting period (calculated from Maximus date of hire).

Paid Time Off (PTO)

Effective on the transfer date, UTO/PTO will change to the SCA PTO Policy on the first day of the pay cycle during which the new position takes effect. Employees will begin to accrue PTO weekly as SCA employees effective to the date of transfer. Accrual schedules will be measured by your Continuous Service Date in Workday.

Annual PTO will accrue based on 40 hours every week. Unused PTO balances will carry-over each year under SCA covered positions.

Employees will be eligible to carry over remaining PTO balances following transfer between SCA and Non-SCA covered positions in accordance with the maximum accrual schedule. Amounts above this limit will be cashed out within one or two pay cycles.

For more information, please review the SCA PTO Policy at [Maximus Policies & Procedures](#).

Sick Leave

SCA employees may have sick leave available if they meet specific criteria based on the individual project they support. For more information, refer to the [Maximus Policies & Procedures](#) or contact your local HR Representative.

If you accrued sick leave before your transfer to an SCA status, you can still use these hours until they are exhausted. End-of-year carry-over limits for sick leave will still apply.

Holidays

Hourly employees who work during a holiday receive pay for hours worked plus holiday pay.

Holidays for SCA employees are determined by the Wage Determination that applies to each worker, depending on location. Holidays may vary based on the specific Wage Determination. If you are changing programs, your Holiday Calendar may change as some projects or contracts recognize different paid holidays. Refer to your local HR Representative for any questions.

The Payroll and Holiday Calendar can be found on [MyMaximus](#).

Questions About Benefits?

Questions regarding:

- For questions about your benefits coverage or enrollment as an SCA employee, such as any pre-funded benefits, contact GSA National at 800.250.2741 (8:30 a.m. to 7:00 p.m. ET Monday through Friday) or customersupport@gsanational.com.

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- Your benefits coverage as a **non-SCA employee** should be directed to the Maximus Benefits Center at 877.385.0710, Monday through Friday, between 9:00 a.m. and 6:00 p.m. ET. You can also visit the Benefits Enrollment Portal at benefits.maximus.com for more information.
- PTO or holiday pay should be directed to your local HR Representative.
- HSA or HRA questions should be directed to Health Equity at 866.346.5800 or my.healthequity.com.

Congratulations on your transfer to SCA. We encourage you to review all of your benefit options so that you can make a wise choice. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

Role Transition: SCA to Hourly Non-SCA

Congratulations on your new role!

Your new role is classified as a non-Service Contract Act (non-SCA), meaning you are no longer an employee covered by the SCA.

Your benefits will significantly change as part of this transition. Maximus is pleased to provide you with a robust benefits package that will give you or your family the coverage you need and the guidance to help you or your loved ones live healthier lives. You must make an active election within 31 days of your transfer to continue your coverage as a **non-SCA employee**.

This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Benefits Center

Non-SCA Benefits are administered through the **Maximus Benefits Center**. If you have questions about your enrollment or coverage, contact the Maximus Benefits Center at 877.385.0710, Monday through Friday, between 9 a.m. and 6 p.m. ET. You can also visit the Benefits Enrollment Portal at digital.alight.com/maximus for more information.

Your username and password will be the same with Maximus Benefits Center as they were with GSA National. If you have any questions or have issues signing in, contact the Maximus Benefits Center directly.

Important Note: Your new status will need to be processed by Maximus Benefits Center before you can log in. This should occur the first Tuesday after Maximus has processed your transfer. **Due to your status change as a transfer, you must enroll in your benefits as a “Life Event” on the enrollment platform. For event type, please select “Change in work status with a gain or change of eligibility.”**

Another great resource is our **Benefits First Stop** at maximus.com/Non-SCA-benefits. Here, you will find plan documents, webinars, and other informative materials from our benefit partners. You will use your Maximus email address to log in.

Maximus SCA (Current) Benefits Ending

Your current benefits coverage as an SCA employee will end at the end of the month in which your transfer is effective. SCA benefits are pre-funded, meaning payment for the current month of coverage is collected in the previous month. Depending on the date of your status change, you may be eligible for a refund for any benefit withholdings taken in the month of your status change. Any refunds will be paid within two pay cycles; if you have any questions about these refunds, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.

If you are currently enrolled in a Maximus medical plan, your annual deductible and out-of-pocket amounts incurred to date will transfer to your new non-SCA medical plan.

Health Savings Account (HSA) balances are not affected by the transfer since the HSA is your personal bank account. If you enroll in a non-SCA medical plan, you can continue your HSA contributions by electing this option on the [Benefits Enrollment Portal](#).

Non-SCA HSA medical plans have an employer-funded seed deposit to help you pay your claims. A portion of the employer seed contribution is a prorated deposit over the entire year. The other portion is deposited once you complete the required activities within 90 days of your benefits start date. To learn more about Maximus employer funding requirements, visit [MyWellness-Maximus.com](#).

New Benefits Start Date

The effective date of your new benefits coverage will be the first of the month following your transfer. You must submit new elections through the [Benefits Enrollment Portal](#) within **31 days of your transfer**. **Your current SCA benefit elections will remain the same.** Not making an election will waive your coverage, and you will be without medical insurance. Your next chance to enroll will be during open enrollment for the following plan year. You must make an active election within 31 days of your transfer to continue your coverage as a non-SCA employee.

Dependent Verification

If you elect benefit coverage for any dependent spouse or child(ren) you didn't previously have in place, you will need to complete the dependent verification process. Please see the list of acceptable documents in the [Non-SCA Benefits Guide](#). You will not need to verify the previously verified dependents again.

Life Insurance Elections and Evidence of Insurability (EOI)

If you previously enrolled in Life Insurance as an SCA employee, you must re-elect your life insurance benefit.

Life Insurance is subject to Guaranteed Issue (GI) and Evidence of Insurability (EOI) rules. Guaranteed Issue (GI) is the amount of coverage you are guaranteed if you elect your life insurance within your initial benefits election window (30 days). If you elect coverage greater than the GI amount, the additional amount will be subject to EOI. Evidence of Insurability (EOI) is documented proof of good health that MetLife will use to determine if you have any underlying health conditions or additional health risk factors before providing coverage over the GI amount.

Disability Eligibility/Waiting Period

Non-SCA disability coverage is effective the first of the month following your date of transfer. Suppose you were enrolled in SCA disability coverage. In that case, your coverage will end at the end of the month of transfer, and your non-SCA disability coverage will begin on the first of the following month, so there are no gaps in coverage.

Premium Reserve Account

If you have a balance in your Premium Reserve Account with GSA National, it will be deposited into your GSA Maximus Retirement Account with the following applicable quarterly contribution. Questions about your account should be directed to GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET) or customersupport@gsanational.com.

Paid Time Off (PTO)

Your PTO will change from the SCA PTO Policy to a per-pay period accrual schedule, effective on your transfer date. Any unused SCA PTO balance will be carried over, provided this does not cause you to have a PTO balance more than the maximum non-SCA balance based on your months of service. Any amounts over the carryover limit will be cashed out, typically within one or two pay cycles.

After your change to the new PTO schedule, the maximum balance and annual carryover limits will apply if your PTO accrual balance meets the maximum allowable balance based on your months of service. Following your transfer, PTO will accrue weekly, and you will be subject to the policy's annual carry-over limit forfeiture provisions. Refer to the [Maximus Policies & Procedures](#) for more information.

Sick Leave

Sick leave accrual stops after your date of transfer. If you have any accrued sick leave, these hours will remain available until you are exhausted. End-of-year carry-over limits for sick leave will still apply.

Personal Purchased Time (PPT)

If you participated in the PPT program, these hours will not be available after your transfer date. Reconciliation will be done by comparing the number of deductions to date against the amount paid for usage. Any excess deductions will be refunded to you, and if necessary, any amounts owed will be withheld on future pay cycle(s).

Holidays

Exempt employees who work during a holiday are granted an alternative day off within the parameters of their project. Hourly employees who work during a holiday receive pay for hours worked plus holiday pay.

If you are changing programs, your Holiday Calendar may change, as some projects or contracts recognize different paid holidays. Contact your local HR Representative with holiday-related questions.

The Payroll and Holiday Calendar can be found on My.Maximus.com.

Questions About Non-SCA Benefits?

Questions regarding:

- Your benefits coverage or enrollment as a **non-SCA employee** should be directed to the Maximus Benefits Center at 877.385.0710, Monday through Friday, between 9 a.m. and 6 p.m. ET. You can also visit the Maximus Benefits Center at benefits.maximus.com for more information.
- For information about your benefits coverage as an SCA employee, including any pre-funded benefits, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET) or customersupport@gsanational.com.
- PTO or holiday pay should be directed to your local HR Representative.

Congratulations on your transfer to non-SCA. We encourage you to review all of your benefit options so that you can make a wise choice. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

Role Transition: SCA to Limited Service Exempt Non-SCA

Congratulations on your new role!

Your new role is classified as a Non-Service Contract Act (non-SCA) role, meaning you are no longer an employee covered by the Service Contract Act.

Your benefits will significantly change as part of this transition. Maximus is pleased to provide you with a robust benefits package that will give you or your family the coverage you need and the guidance to help you or your loved ones live healthier lives. You must make an active election within 31 days of your transfer to continue your coverage as a non-SCA **employee**.

This document explains the changes and any actions you need to take. We encourage you to review this information carefully to maximize your benefits.

Maximus Benefits Center

Non-SCA Benefits are administered through the **Maximus Benefits Center**. If you have questions about your enrollment or coverage, contact the Maximus Benefits Center at 877.385.0710, Monday through Friday, between 9 a.m. and 6 p.m. ET. You can also visit the Benefits Enrollment Portal at digital.alight.com/maximus for more information.

Your username and password will be the same with Maximus Benefits Center as they were with GSA National. If you have any questions or have issues signing in, contact the Maximus Benefits Center directly.

Important Note: Your new status will need to be processed by Maximus Benefits Center before you can log in. This should occur the first Tuesday after Maximus has processed your transfer. **Due to your status change as a transfer, you must enroll in your benefits as a “Life Event” on the enrollment platform. For event type, please select “Change in work status with a gain or change of eligibility.”**

Another great resource is our **Benefits First Stop** at maximus.com/Non-SCA-benefits. Here, you will find plan documents, webinars, and other informative materials from our benefit partners. You will use your Maximus email address to log in.

Maximus SCA (Current) Benefits Ending

Your current benefits coverage as an SCA employee will end at the end of the month in which your transfer is effective. SCA benefits are pre-funded, meaning payment for the current month of coverage is collected in the previous month. Depending on the date of your status change, you may be eligible for a refund for any benefit withholdings taken in the month of your status change. Any refunds will be paid within two pay cycles; if you have any questions about these refunds, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.

If you are currently enrolled in a Maximus medical plan, your annual deductible and out-of-pocket amounts incurred to date will transfer to your new non-SCA medical plan.

Health Savings Account (HSA) balances are not affected by the transfer since the HSA is your personal bank account. If you enroll in a non-SCA medical plan, you can continue your HSA contributions by electing this option on the [Benefits Enrollment Portal](#).

Non-SCA HSA medical plans have an employer-funded seed deposit to help you pay your claims. A portion of the employer seed contribution is a prorated deposit over the entire year. The other portion is deposited once you complete the required activities within 90 days of your benefits start date. To learn more about Maximus employer funding requirements, visit [MyWellness-Maximus.com](#).

New Benefits Start Date

The effective date of your new benefits coverage will be the first of the month following your transfer. You must submit new elections through the [Benefits Enrollment Portal](#) within **31 days of your transfer**. **Your current SCA benefit elections will remain the same.** Not making an election will waive your coverage, and you will be without medical insurance. Your next chance to enroll will be during open enrollment for the following plan year. You must make an active election within 31 days of your transfer to continue your coverage as a non-SCA employee.

Dependent Verification

If you elect benefit coverage for any dependent spouse or child(ren) you didn't previously have in place, you will need to complete the dependent verification process. Please see the list of acceptable documents in the [Non-SCA Benefits Guide](#). You will not need to verify the previously verified dependents again.

Life Insurance Elections and Evidence of Insurability (EOI)

If you previously enrolled in Life Insurance as an SCA employee, you must re-elect your life insurance benefit.

Life Insurance is subject to Guaranteed Issue (GI) and Evidence of Insurability (EOI) rules. Guaranteed Issue (GI) is the amount of coverage you are guaranteed if you elect your life insurance within your initial benefits election window (30 days). If you elect coverage greater than the GI amount, the additional amount will be subject to EOI. Evidence of Insurability (EOI) is documented proof of good health that MetLife will use to determine if you have any underlying health conditions or additional health risk factors before providing coverage over the GI amount.

Disability Eligibility/Waiting Period

Non-SCA disability coverage is effective the first of the month following your date of transfer. Suppose you were enrolled in SCA disability coverage. In that case, your coverage will end at the end of the month of transfer, and your non-SCA disability coverage will begin on the first of the following month, so there are no gaps in coverage.

Premium Reserve Account

If you have a balance in your Premium Reserve Account with GSA National, it will be deposited into your GSA Maximus Retirement Account with the following applicable quarterly contribution. Questions about your account should be directed to GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.

Paid Time Off (PTO)/Unlimited Time Off (UTO)

Beginning with your transfer to an exempt status, you will now use the UTO for any time off.

Your PTO balance will be frozen. Your remaining PTO balance will be unfrozen if you transfer back into an SCA status with less than a year in a Limited Services status. If you stay in a Limited Service position for more than a year, your status will change from Limited Service to regular, and your PTO balance will be forfeited at that time.

Refer to the [Maximus Policies & Procedures](#) for more information.

Sick Leave

If you didn't previously use sick leave, you will start accruing one hour for every 30 hours worked until you reach the maximum balance of 56 hours.

The policy covers acceptable uses of Sick Leave. For more information, refer to the [Maximus Policies & Procedures](#).

Personal Purchased Time (PPT)

If you participated in the PPT program, these hours will not be available after your transfer date. Reconciliation will be done by comparing the number of deductions to date against the amount paid for usage. Any excess deductions will be refunded to you, and if necessary, any amounts owed will be withheld on future pay cycle(s).

Holidays

Exempt employees who work during a holiday are granted an alternative day off within the parameters of their project. Hourly employees who work during a holiday receive pay for hours worked plus holiday pay.

If you are changing programs, your Holiday Calendar may change, as some projects or contracts recognize different paid holidays. Contact your local HR Representative with holiday-related questions.

The Payroll and Holiday Calendar can be found on My.Maximus.com.

Questions About Non-SCA Benefits?

Questions regarding:

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- For information about your benefits coverage as an SCA employee, including any pre-funded benefits, contact GSA National at 800.250.2741 (8:30 a.m. to 7 p.m. ET Monday through Friday) or customersupport@gsanational.com.
- PTO or holiday pay should be directed to your local HR Representative.

Congratulations on your transfer to non-SCA. We encourage you to review all of your benefit options so that you can make a wise choice. You are an integral part of our team, and we wish you all the best in your ongoing career, Maximus.

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