

2023 Benefits At-A-Glance



Eligibility and Waiting Period Exception Rule

All regular full-time ACCO Engineered Systems employees working at least 30 hours per week are eligible for benefits. Newly hired employees and their eligible dependents may elect to enroll in ACCO's benefits program following a 30-day waiting period.

The benefit eligibility waiting period is waived for employees who transition back and forth between "benefits eligible" and "benefits ineligible" within 120 days or less. Upon transitioning back to a benefits eligible status, employees are able to make elections that will start the first of the month following their rehire/transfer date. If your rehire/transfer date is the first of the month, your coverage will be effective that day. Rehired or transferring employees must make their elections within 30 days of the transition back to benefits eligible.

Medical Plans

ACCO employees in California and their families have the opportunity to participate in one of five medical plans. There are three Aetna medical plans and two Kaiser Permanente plans.

Unum Voluntary Worksite Benefits

Voluntary Worksite Benefits supplement and enhance traditional medical coverage by filling in the gaps created by high-deductibles, coinsurance and copayments. Benefits received from these plans are intended to help offset your out-of-pocket medical expenses – and can also help you pay any other expenses if and when you are diagnosed with a critical illness, suffer from an accident off the job, or are hospitalized.

Critical Illness Insurance

The Unum Critical Illness plan will pay a lump-sum payment for covered conditions such as heart attack, cancer or stroke.

If you elect to enroll, you may also enroll your spouse for a coverage amount of 50% of your benefit. Children up to age 26 are automatically covered at no extra cost when you enroll.

Group Accident Insurance

Accidents happen frequently and can be very costly. Accident insurance can help pay expenses, which are not covered by your medical insurance. There are over 150 covered conditions associated with an accident that could trigger benefits, including various injuries, hospitalization, medical services and treatments.

Group Hospital Indemnity Insurance

Unum's Group Hospital Indemnity plan helps provide financial protection for covered individuals, by paying a benefit due to a hospitalization. Benefits can help pay for health insurance deductibles and copayments.

Hospitalization benefits covered under this plan differ from those covered under the Group Accident plan because the Accident plan only covers hospitalization resulting from an accident – benefits under the Group Hospital Indemnity plan would include hospitalization for Childbirth or Cancer, for example.

Dental Plans

Our Delta Dental dental program provides a choice of a Dental PPO plan or a DeltaCare Managed DHMO plan in California.

Voluntary Vision Plans

Our voluntary VSP vision program gives you the option between the Basic Vision plan or the Premium Vision plan.

Flexible Spending Accounts (FSA)

FSAs allow you to set aside pre-tax money from each paycheck to pay for eligible health care or dependent care expenses incurred throughout the plan year.

Those enrolled in an HDHP, HSA compatible medical plan are ineligible to participate in a Health Care FSA. A Limited Purpose FSA is available instead to be used for dental and vision expenses only.

Any funds remaining over the carryover maximum will be forfeited at the end of the run out period, March 31.

Transportation Spending Accounts (TSA)

TSAs allow you to set aside pre-tax money to pay for eligible transportation expenses. Commuter benefits consist of two separate plans – the Mass Transit and the Parking Plan.

Health Savings Accounts (HSA)

HSAs are individual bank accounts that allow those enrolled in HDHP medical plans to set aside pre-tax money to pay for eligible health care expenses.

PayFlex is ACCO's HSA banking partner.

Basic Life & Accidental Death & Dismemberment (AD&D) Insurance

ACCO has purchased Basic Life and AD&D insurance from the Hartford on your behalf. Supplemental & Voluntary Life & Accidental Death & Dismemberment (AD&D) Insurance

Additional Supplemental and Voluntary Life and AD&D insurance is available to purchase from the Hartford for you and your eligible dependents.

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Voluntary Short-Term Disability (STD)

Employees may purchase STD coverage through the Hartford. Benefits begin on the 15th day of disability, and can continue for a maximum of 11 weeks.

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Voluntary Long-Term Disability (LTD)

You can also purchase LTD coverage through the Hartford. LTD benefits will begin on the 91st day after date of disability.

Employee Assistance Program

Through the Hartford's Ability Assist EAP, you have 3 face-to-face confidential sessions per occurrence per year for help with family issues, financial advice, legal issues, and more.

Modern Health Mental Health Support

ACCO sponsors a mental health plan through Modern Health, a holistic mental health, well-being, and resilience platform. Using an easy-to-use app, you will get personalized care. Whether you are looking to proactively build mental resilience or looking for support with stress, Modern Health makes it simple for you to get help with burnout, work performance, parenting, and more.

ACCO's Well-being Program

CarePlus Mobile Health is the platform that ACCO's wellbeing program sits on and is available to all non-signatory, benefits eligible employees and spouses who are enrolled in one of ACCO's medical plans.

CarePlus Mobile Health is a customized app that will give you access to all of your health and well-being information from the convenience of your computer, smart phone or tablet.

Because ACCO wants to encourage and reward healthy lifestyle habits that promote physical, mental and emotional well-being, employees have the opportunity to earn cash rewards for participating in certain activities, such as taking a health assessment and completing your annual physical.

You can also earn points throughout the year that will be paid out through payroll credits once you obtain certain levels within the Points Program.

Voluntary Pet Insurance

ACCO offers voluntary My Pet Protection pet insurance from Nationwide. This program offers comprehensive illness and accident insurance for dogs, cats, birds, rabbits, reptiles and other exotic pets. Optional wellness coverage is also available for dogs and cats.

Voluntary Auto & Home Insurance

As an ACCO employee you will have access to discounted auto and home insurance from Farmers Insurance. You can also take advantage of special discounts and benefits that could save you more money such as: automatic payment options, good driving rewards, multi-policy discounts, and multi-vehicle savings.

Voluntary Legal Plan

ACCO offers employees the opportunity to participate in a Voluntary Legal Plan through MetLife. The plan is easy to use. There are no waiting periods, deductibles or out-of-pocket expenses when using an in-network attorney for a covered service.

Voluntary Identity Protection

You can purchase identity theft protection with Allstate Identity Protection Pro Plus. Allstate's identity protection provides crucial identity monitoring and remediation that goes beyond basic credit monitoring. You can choose either individual coverage or coverage for you and your family.

Employee Stock Ownership Plan (ESOP)

ACCO's Employee Stock Ownership Plan (ESOP) allows the Company to share long-term success among its non-signatory employees, while maintaining the Company's independence as a local, employee-owned Company. The ESOP is a retirement plan designed to hold Company common stock & provide eligible non-signatory employees with benefits upon retirement or departure from the Company. Must be on payroll for a full fiscal year and have worked 1,000 hours to be eligible for ESOP allocation. The ESOP is fully-funded by ACCO.

401(k) Retirement and Investments

You are eligible for a matching contribution up to a designated max, during each plan year. All employee salary deferrals and rollover contributions will be 100% vested and the employer matching contributions will vest 20% each year reaching 100% vesting in the 5th year of service. Employees will be eligible to enroll in the Plan on the first day of the month following one month of employment with the Company and will be automatically enrolled with a 6% weekly contribution, with the option to change your contribution at any time.

PTO / Sick Leave / Holidays

The Company provides annual paid time off (PTO) as a benefit and is convinced that both the employees and the Company benefit thereby. All full-time employees (working 30 or more hours per week) are eligible to receive PTO. Regular full-time employees earn PTO benefits from their first day of employment in a full-time status. Hours for PTO and sick leave accrue based on Tenure. "Holidays" are also time-off with pay.

Education Reimbursement Program

ACCO offers education reimbursement for eligible, full-time employees. With prior written approval from the department head, you are eligible for a percentage of tuition reimbursement and book costs, up to a maximum per year. If the company has instructed you to participate in a course or attend a seminar, then 100% of the cost associated with that course or seminar will be paid by ACCO.

Rideshare Incentives Program

ACCO offers rideshare incentives to employees who carpool, walk, ride a bike, or take mass transit (bus, train, micro-metro, etc.) to work. For additional information, please see the Transit and Parking Reminder and Other Rideshare Resources and Guidelines for Carpooling documents, posted to ACCO's Benefits Portal.