

CASE STUDY

TASC: Taking Care of Our Employees

With more than 1200 employees, Total Administrative Services Corporation (TASC) was not mandated to institute the benefits enacted in the Families First Coronavirus Response Act (FFCRA). This act requires all employers with 1-500 employees to provide paid sick time or paid family leave to eligible employees.

However, being true to our mission of improving the health, wealth, and well-being of our customers, employees and communities, TASC made the decision to implement portions of the FFCRA. This would be the best care for our most essential asset – our employees.

Our Process for Leave

If a TASC employee tests positive for COVID-19,

- They report this information to TASC HR and supply medical documentation.
- HR begins process for approving the employee for short-term disability.
- Once approved, employee begins seven-day elimination period before the STD benefits begin.
 - TASC provides two (2) days fully paid.
 - TASC provides 60% of the employee earnings (up to \$1000) for the remainder of the elimination period.
 - On the eighth day, STD benefits begin with 60% of earnings (up to \$1000). Employees may supplement this coverage with their paid-time off (PTO) if desired.

Additional Benefits Provided by TASC

While leave and being paid are top of mind for many employees, TASC also extended other benefits during this uncertain time.

- Promoting our existing **Employee Assistance Program (EAP)** to ensure employees are aware of this resource.
- Providing an **Emergency Loan Account** – up to \$2000 with no fees or interest that is paid back over 10 pay periods.
- Offering **Employee Crisis Fund** where employees apply for relief from financial hardships. This money is given tax-free with no expectation of pay back for those employees who are approved.
- Allowing reallocation of employer-provided funds for benefits.
- Offering a **PC Purchase Plan** to help employees get additional equipment they may need as they work remotely.
- Continue our **40 hours paid Volunteer Time** benefit – and adjusted the requirements for which organizations can be considered for this time to include non-5013c opportunities such as making meals for schools or sewing masks for healthcare workers.

Why TASC Responds This Way

“We believe that being empathic to our employees and helping them through this crisis is the right thing to do,” said Dan Henderson, Executive Vice President of HR Operations. “Our employees are busy taking care of our customers – so we want to take care of them. It’s just one more way that TASC responds.”