

## SOUTHERN CALIFORNIA EDISON SAFETY EQUIPMENT & SAFETY SHOES REIMBURSEMENT PROGRAMS

### FREQUENTLY ASKED QUESTIONS

#### Q. What is the purpose of the Safety Equipment and Safety Shoe Reimbursement programs?

- A. The **Safety Equipment Reimbursement Account** allows eligible employees to be reimbursed for approved safety equipment and tool purchases. After making an eligible purchase, you can file a claim through the EIX Benefits Connection site to receive reimbursement through your paycheck. The program is available to active, full-time, IBEW-47 employees in approved job classifications.

The **Safety Shoe Reimbursement Account** allows eligible employees to be reimbursed for approved safety shoe and boot purchases. After making an eligible purchase, you can file a claim through the EIX Benefits Connection site to receive reimbursement through your paycheck. The program is available to active, full-time, IBEW-47 employees in approved job classifications.

#### Q. Who is eligible for the programs?

- A. The **Safety Equipment Reimbursement Account** is available to active, full-time, IBEW-47 employees in approved job classifications. Eligible Job Classifications are outlined in Article IX, Section P.2 of the IBEW CBA.

The **Safety Shoe Reimbursement Account** is available to active, full-time, IBEW-47 employees in approved job classifications. Eligible Job Classifications are determined by your Division Manager.

#### Q. How much money is available to me annually in the Safety Equipment and Safety Shoe Reimbursement programs?

##### A. Safety Equipment Reimbursement Account

- An initial allotment of **\$775** is provided for the purchase of eligible safety equipment and tools your first calendar year in the program.
- For subsequent years, you may be eligible for an additional **\$100** deposit; however, the account is limited to a MAX value of \$775.
- At the end of each year, unused balances in the Safety Equipment Reimbursement Account will roll over to your account for the following calendar year.

##### Safety Shoe Reimbursement Account

- Eligible employees will receive an annual allotment of \$160 each year.
- Per the current CBA each employee is approved for “one pair” of shoes per calendar year
- If the cost of the one pair of shoes exceeds \$160, the remainder of the balance may be reimbursed from the employee’s safety equipment account if the employee is eligible for such account.
- Unused funds do not roll over from year to year; however, you will receive a new \$160 allotment each calendar year.

**Q. What expenses are eligible for reimbursement?**

**A. Safety Equipment Reimbursement Account**

You may be reimbursed for any expense that complies with SCE safety standards that will be utilized exclusively to perform your duties as an Edison employee. Refer to the Tool Catalog for more information on specific item eligibility: The Tool Catalog is located on the Transmission and Distribution portal site. If additional safety shoes are required to perform your duties, the cost of the additional pair of shoes may be reimbursed from your safety equipment account if applicable.

**Safety Shoe Reimbursement Account**

Such shoes are limited to shoes specifically related to and required by the employee's current position as determined by the applicable Division Manager or his/her authorized representative(s).

**Q. Is there a deadline to file for reimbursement of my expenses each year?**

A. Yes, to receive reimbursement for expenses, you must file the reimbursement request during the same year of your purchase; claims must be received by January 31<sup>st</sup> to be eligible.

**Q. What happens to any money left in the accounts at the end of the year?**

**A. Safety Equipment Reimbursement Account**

After January 31<sup>st</sup>, unused funds will be rolled into an account established for the new plan year. You can no longer submit claims for previous year expenses after January 31<sup>st</sup> of the following year.

**Safety Shoe Reimbursement Account**

For the Safety Shoe Reimbursement Account, after January 31<sup>st</sup>, unused funds are forfeited, and you cannot submit claims for previous year expenses.

**Q. How can I view my account balance?**

A. Account balances are available on the BenefitWallet website. Simply log on to the *EIX Benefits Connection* website, [eixbenefits.com](http://eixbenefits.com), and click on Health, then on the *Spending Accounts* tab. Then click on the "Go" button on the right side of the page.

**Q. How will I be reimbursed for my expenses?**

A. Reimbursements will be provided to you through payroll. Once a claim has been approved, it could take 1 to 2 pay cycles for claim to be paid.

Please note: once you have exhausted the funds in your Safety Shoe account, any safety shoe claims will be automatically reimbursed from the Safety Equipment account if there are funds available.

**Q. Where do I send my claims?**

A. The most efficient way to file claims is online; however, you can download a claim form from the EIX Benefits Connection site and submit them via fax or mail.

- Safety Equipment Reimbursement Program claim forms are available on **EIX Benefits Connection > Library > Documents & Forms > Safety Equipment & Safety Shoe Claim Form**
- Claim forms and supporting documentation can be faxed to: (877) 841-1152
- Claim forms and supporting documentation can be mailed to:  
BenefitWallet  
PO Box 18009, Suite A  
Norfolk, VA 23501

**Q. How do I submit claims for my expenses?**

- A. Claims can be submitted online from the EIX Benefits Connection website. Claim forms are also available on the site if you prefer to fax or mail your request. To complete your claim online, log in to the EIX Benefits Connection Site and proceed as follows:
- Navigate to the “Spending Accounts” tab
  - Choose the “Go” button on the right side of the page (a new window will open)
  - Choose “File A Claim”
  - Choose the Account Type from the drop down. The “Expense Class” and “Pay To” sections will automatically populate for you.
  - Choose “Next”
  - Complete the required fields
    - Date of Service – Enter the date the item(s) were purchased
    - Amount – Enter the amount you are requesting reimbursement for
    - Provider – Enter the name of the service provider/merchant
    - Category – Select “Safety Items” from the drop-down menu
    - Type – Select “Safety Equipment” for Equipment Claims then Select “Safety Shoes” for Shoe/Boot Claims
    - Recipient – use the drop down and select your name
  - When you are done entering your claim information, click on “Next”
  - Choose the “Upload Documentation” link to upload your claim documentation. (Documentation can be uploaded as JPG, JPEG, PNG, or PDF format).
  - Choose “Choose File” to locate the documentation on your computer
  - Choose “Submit” to upload the documents
  - Choose the box at the bottom of the page to confirm you have read and agree to the Terms and Conditions
  - Choose “Submit” to complete the process

**Q. What information do I need to submit when requesting reimbursement for an expense?**

- A. An itemized receipt is required for all reimbursement requests and must contain the following information:
- Retailer/Provider Name
  - Date of Purchase
  - Amount of Purchase
  - Product Description

Note: If there are also non-eligible items on the receipt, please do not highlight the eligible items as that may distort the image you submit. It is acceptable to otherwise mark on the receipt which item(s) you are requesting reimbursement for.

**Q. Will I receive any communication after my claim is submitted?**

A. If you have a work email address on file:

- Within 24 to 48 hours, you will receive an email notice once your claim is received
- Within 3 to 5 business days, you will receive an email once your claim is processed
  - o If your claim is for any reason denied, the email will instruct you to check your online account to view the denial reason and any other actions that may be required
- If your claim was approved, within 1-2 weeks you will receive an email confirming your payment has been processed for an upcoming week's payroll schedule

If you do **not** have a work email address on file:

- You will receive a letter only in the event your claim is not accepted. The letter will detail the reason the claim could not be accepted and will provide instructions to access your account online to review any actions that may be required.

**Q. What happens if I leave the company or if I am no longer in an eligible job status?**

A. Once you terminate employment or otherwise become ineligible for the program, you can no longer be reimbursed for expenses from your Safety Equipment and Safety Shoe account(s).

**Q. How long does it take to set up the account once I am hired or become eligible?**

A. Once you become eligible for the program, it may take a few weeks before you can view your account online via the EIX Benefits Connection site; however, you may file claims for any expenses incurred from the date you were hired or became eligible.

**Q. Can I purchase items from the Shamrock website and submit a reimbursement request to the EIX Benefits Center?**

A. Yes. Eligible items can be purchased out of pocket from the Shamrock web portal and submitted for reimbursement from your account.

**Q. Am I required to purchase my Safety Equipment and Safety Shoe items from Shamrock?**

A. You are not required to purchase your safety equipment, tools and shoes from Shamrock. You may make purchases from Shamrock which will be eligible for reimbursement; however, you can make eligible purchases from other reputable retailers

**Q. I've browsed the catalog, but I don't see the item(s) I am looking for. Now what?**

A. All catalog items have been approved for use by Edison. If you would like other items added, please send them to us and these will be presented to the Tool Committee for review/approval. Product categories and images have been used to facilitate catalog navigation. If you cannot locate the product by name, be sure to check the product categories and images.

**Q. Who do I call if I have questions about the program?**

A. For questions related to specific expense eligibility or eligible job classifications, contact the Labor Relations helpdesk at [laboradm@SCE.com](mailto:laboradm@SCE.com).

For questions regarding your account balance, claim, and payment activity, please contact the *EIX Benefits Connection* at 866-693-4947. Representatives are available Monday through Friday, 7:30 a.m. to 5:30 p.m., Pacific Time, except holidays. For TDD communication services for the hearing impaired, call 800-833-8334.