

Benefits FAQ Guide

- **Who is eligible for benefits?** Full-time employees, Part-time ASMs and DC Associates are eligible for the benefits.
- **When can I enroll in benefits?** There are the most common events that allow for benefit enrollment
 - New Hire – 30 days from hire date deadline, benefits will be effective first day of the month coinciding with or following 1 month of continuous employment.
 - Rehire – 30 days from rehire date deadline, benefits will be effective first day of the month coinciding with or following 1 month of continuous employment. Exception is rehires within 30 days of separation*
 - Promotion – When promoted from a non-eligible to eligible position there is a 30 day deadline from promotion date, benefits will be effective first day of the month coinciding with or following 1 month of continuous employment.
 - Life Events – If you experience an eligible life event *refer [life event guide](#) for a full list, there is a 30 days from event date deadline to enroll in benefits or add eligible dependents to current plans. Please note enrolling due to a life event - You are unable to alter any existing benefit plans.
 - Open Enrollment – This a annual event that allows all benefit eligible persons alter their benefits (plans and dependents) without a life event.
- **Who is eligible for retirement plans at Hot Topic?** All Employees at least 21 years old, eligibility begins the 1st of the month following 200 hours of service. For more retirement information visit our website under [Retirement](#) tab. * Employees in Puerto Rico and Canada are not eligible at this time.
- **What are the perks for anyone, regardless of benefit eligibility?** Hot Topic has many perks for all! Here are some highlights , for more information visit our benefits website under [Life/Work](#) tab
 - * **EAP** (Employee Assistance Program) Employee Assistance Program (EAP) is a service available at no cost to you or your dependents. This resource offers a variety of confidential resources to help you resolve issues, plan for life events or manage daily life stress and situations.
 - * **Commuter Benefit Program** - The GoNavia Commuter program allows you to pay for your work-related parking and transit expenses using pre-tax dollars. In 2021, you can set aside up to \$270 per month in pre-tax dollars to spend on eligible parking and transit expenses.
 - * **Exclusive Discounts**
 - **Our Brand** – In store and online With your employee number, receive 40% off Hot Topic stores and 30% off BoxLunch. To get the discounts during online shopping email HTEmployeeShopping@hottopic.com with your employee number and store account to automatically apply to your cart! It's that easy.
 - **Tickets @ Work** Adventures await! [Ticketsatwork.com](https://ticketsatwork.com) gives you exclusive discounts to varieties of activities. Concerts, movie tickets, amusement parks, hotels, memberships and much more! Register with the company code HOTTOPIC1 and find your next adventure without having to pay full price!
 - **Class Pass** a new kind of fitness membership that grants you access to thousands of different classes at studios, gyms, and wellness venues in your city and around the world.Hot Topic Discounted Membership Link - <https://classpass.com/corporate/hottopic-0cbf> Code: hotTopic
 - **Pet Insurance** We love our furry family members too with Nation Wide Pet Insurance and United Pet Care.

For more information visit our Benefits Website for – announcements, in depth benefit information, resources and more! Website: <https://hottopicboxlunchperks.com/> Passcode: HT2020

