

GENERAL BENEFITS INFORMATION

OPEN ENROLLMENT:

Each year eligible employees are given the opportunity to make changes in their insurance coverage. Employees may use this opportunity to change insurance companies (for medical insurance), to add insurance not previously carried, and to add dependents not previously covered.

Our Open Enrollment period is from May 1st – May 20th of every year. Effective date for change in coverage is June 1. Employees can stop by the Benefits Office to make necessary changes or make these changes at our yearly Benefits Fair. Generally, this is the only such opportunity during the year to make these types of changes. However, family status changes such as shown below, may occur outside open enrollment.

FAMILY STATUS CHANGES:

In the event of a change in family status, the employee may add or drop their, or their dependents' coverage for certain qualifying events.

- Birth or Adoption - the employee may add the new dependent immediately on the condition that the application is received by the Benefits Office within 60 days of the qualifying event.
- Marriage or Divorce - the employee may add or drop dependents provided the application is received by the Benefits Office within 30 days of the qualifying event.
- Dependents lose or gain other group coverage - the employee may add or drop dependents provided the application is received by the Benefits Office within 30 days of the date the dependent loses or gains other insurance coverage.
- Change in the employee's, spouse's or dependent's place of residence or work when the change in residence effects eligibility for the medical plan – the employee may change coverage between plans, or add or drop dependents provided the application is received by the Benefits Office within 30 days of the qualifying event.