

New Employee HEALTH INSURANCE SUMMARY

EMPLOYEE NAME (Please Print Clearly)	FTE or Hours/ DAY	EMPLOYEE CLASS	START DATE IN POSITION

MEDICAL INSURANCE

- **Optional** at .5 FTE for HEA, and 4 hours/day (20 hours/week) for all other employee work groups
- Must enroll **or** waive within **30 days** of eligibility
- **Submit appropriate enrollment form to the Human Resource Office by the 10th of the month for coverage to be effective the 1st of the next month**
- May add new dependents within 30 days of qualifying event
- Special Enrollment-30 Days for loss of other coverage
- Annual open enrollment to change plans is in **September** for coverage effective **November 1**

DENTAL/VISION INSURANCE

- Eligible at .5 FTE for HEA, and 4 hours/day (20 hours/week) for all other employee groups
- **United Concordia Dental (District Paid)** or
- **Willamette Managed Dental Care (District Paid)**
- Must choose one plan and enroll within 30 days of eligibility
- **Northwest Benefits Network Vision (NBN) Family Plan (District Paid)**

SALARY INSURANCE

Long-Term Disability-(LTD) CIGNA

- **Automatic** at .5 FTE for HEA and 4 hours/day for all other groups except Teamsters 2 (see High-Risk)
- Coverage becomes effective month following first pay warrant in eligible position **(District Paid)**

Short-Term Disability (STD) CIGNA

- **Optional** at .5 FTE for HEA and 4.00 hours/day for all other groups except Teamsters 2 (see High-Risk)
- Coverage may become effective month following first pay warrant in eligible position
- Must enroll within **60 days** of eligibility **(Employee Deduction)**

High Risk—Lincoln Financial Group

- **Optional** at 4 hours/day for Teamsters 2 only
- Coverage may become effective month following first pay warrant in eligible position
- Must enroll within **60 days** of eligibility **(Employee Deduction)**

LIFE INSURANCE

- **Mutual of Omaha-Automatic** at 4.00 hours/day for Teamsters 3; Admin/Exec. Assistants; Non-Rep/ Management-Professionals; Central Administrators and Building Administrators. Coverage becomes effective month following first pay warrant in eligible position. **(District Paid)**
- Not bargained for HEA, Teamsters1 or Teamsters 2
- **The Standard Life Ins. Co.-Optional** Voluntary Life Insurance at .5 FTE for HEA and 4 hours/day for all other groups-**(Employee Deduction)**
- Must enroll within **30 days** for the guarantee issue

ACCIDENTAL DEATH & DISMEMBERMENT

- **National Union Fire Ins. Co.-Optional** at .5 FTE for HEA and 4 hours/day for all groups
- Coverage may become effective month following first pay warrant in eligible position **(Employee Deduction)**
- **May enroll at any time**

ACCIDENT, CANCER & CRITICAL CARE

- **Allstate Benefits-Optional** at .5 FTE for HEA and 4 hours/day for all other employee groups
- Coverage may become effective month following first pay warrant in eligible position **(Employee Deduction)**
- Must enroll within **30 days** for the guarantee issue

PREMIUM CONVERSION & FLEXIBLE SPENDING

Premium Conversion

- Enrollment is **automatic** upon incurring out-of-pocket medical premium deductions
- May decline participation by signing a Declination of Participation form

Flexible Spending - Plan Year Jan. 1 through Dec. 31

- **Optional** at .5 FTE for HEA and 4.00 hours/day for all other groups • To opt in must enroll within **30 days** of eligibility for the remainder of the calendar year
- **Annual open enrollment November 15 to December 15. Must enroll each year to opt into the next calendar year**
- **“Use it or lose it” provision**

NOTE: Any enrollment or other changes received in Human Resources by the 10th of the month will become effective on the first of the following month.

<p>Please note: For exclusions, limitations, and clarifications, see the individual plan</p>	<p>TODAY'S DATE</p>
<p>EMPLOYEE SIGNATURE: I have read and understand the above information.</p>	<p> </p>