

## How do I sign up for benefits?

The Benefits Hub (<https://www.mybenefitshub.com/cleburneisd>) is where you will make your selections. If you don't have access to a computer, Financial Benefit Services is available by calling them directly at 833-453-1680 (Mon-Thurs 8am to 5:30pm and Friday 8am to 3pm).

**Username:** Your CISD email address

**Initial Password:** Four (4) digits of your birth year followed by the last four (4) of your SSN.  
**(Passwords reset every year in July)**

## When can I enroll for benefits?

**CURRENT** Employees: Online open enrollment dates begin mid-July and stay open until mid-August (exact dates vary each year). No enrollment is allowed after the August closing date and you will not be able to enroll or change any benefits until July of the following year. We have "passive enrollment", so if you are not making any changes to your benefits, you do not have to do anything. All your benefits will remain the same.

**NEW** Employees: You have 30 days after your start date to elect new benefits. Coverage begins on the 1<sup>st</sup> of the month after your start date. *For example, if your start date is April 8<sup>th</sup>, your benefits will begin May 1<sup>st</sup>.* The CISD Benefit year is **September 1 – August 31**.

## Can I change my benefits or add/remove my spouse or children to my plan?

The only time changes are allowed are during Open Enrollment in July or August unless you experience a Qualified Life Event (QLE).

*Qualifying Life Events include but are not limited to marriage, birth, death, divorce, change in job status, loss of other coverage and Medicare or Medicaid entitlement. If you have experienced or will have a qualifying event within 31 days, you will need to email proof of the event to Debi McKittrick in the Business office ([dmckittrick@c-isd.com](mailto:dmckittrick@c-isd.com)) and she will make the necessary changes in The Hub.*

If it has been more than 31 days since your QLE date, no changes can be made.

## What coverage will I have if I don't enroll in any district benefits?

If you do not enroll, the only benefit you will have is the \$20,000 Basic Life Insurance policy that CISD provides all fulltime employees. You will still need to log into The Benefits Hub so you can designate a beneficiary for the policy (you will need their name, address, phone number, birthdate and SSN).

## Who should I call with benefit questions?

Financial Benefit Services is available to answer any plan specific questions by calling them directly at 833-453-1680 (Mon-Thurs 8am to 5:30pm and Friday 8am to 3pm). Additionally, all the Benefit Plan Documents outlining the details of the benefits you elected, as well as phone numbers for each plan are available in The Benefits Hub. *If you have issues logging in or need your password to The Benefits Hub reset, please contact Debi McKittrick in the Business Office ([dmckittrick@c-isd.com](mailto:dmckittrick@c-isd.com) or call x1124).*