

## Human Resources - Benefits – Frequently Asked Questions

**When will my benefits become effective?** Employee benefits become effective the first day of the month following 30 days of full time employment.

### **When can employees and their families use the Employee Clinic?**

Employees that are enrolled in the County's health insurance can use the Employee Clinic upon their benefits effective date. Employees that are not enrolled in the County's health insurance can use the Employee Clinic after their benefits effective date and when they have completed the Current Health Insurance Validation form.

### **How do I add/delete dependents from my benefit plans?**

Employees must make changes to their coverage within 30 days of a qualifying event. Qualifying events are explained in the Employee Benefit Summary booklet located in the Forms web page.

### **When can I make changes to my benefit plans?**

Employees can only make changes to their benefit plans during open enrollment unless they have a qualifying benefit. The County schedules Open Enrollment meetings for employees to learn of any changes to the County's benefits generally in October of every year. Benefit changes made during open enrollment become effective January 1<sup>st</sup> of each year.

### **How do I view my benefits in the HRIS system?**

Employees can view their current benefits via the eFin+ Employee Access Center. This is only accessible on internal link. (add link??)

### **How do I apply for DROP or Retirement?**

Employees that are eligible for DROP or Retirement should contact Benefits for an appointment. Employees can apply for DROP or retirement 6 months before their date of eligibility.

### **How can I use the Sick Leave Pool or Annual Leave Donation Program?**

The applications for these programs are located on the Forms web page, or contact the Benefits office.

### **When I leave employment with the County when will my benefits end?**

Benefits end the last day of the month in which you terminate your employment.

### **Can I keep my insurance after I terminate employment?**

Employees can elect to continue their benefits through COBRA. The employee has 60 days to elect COBRA once they receive the COBRA notice. The cost for COBRA benefits is the full premium plus a 2% administrative fee. COBRA elections are retroactive to the date your benefits ended.