

# ELIGIBILITY & PARTICIPATION

You are eligible to participate in Pinal County's Flexible Benefits Plan if you are a full-time status employee.

Pinal County requires each employee to be covered under the Basic Life Insurance and *Group* Medical Plan coverage. Pinal County provides you with a benefit allowance to help pay for the required or selected benefits. If the premium costs of your benefit selections are more than the County benefit allowance, the balance of premium due is paid by payroll deductions throughout the Plan Year (January-December).

## **New Employees:**

- If your hire date is *within* the first 21 days of the month, your eligibility date for coverage is the first day of the month following your hire date.
- If your hire date is *on* or *after* the 22nd day of the month, your eligibility date for coverage is the first day of the second month following your hire date.

Each month there is an open enrollment meeting at the County for all new employees to select their benefits. You **MUST** complete an enrollment form at that time or you will **NOT** have coverage.

## **Continuing Employees:**

- Annual Open Enrollment is held each October and November for the new Plan Year. You **MUST** complete a new enrollment form for the new Plan Year or you will **NOT** have continuous coverage.

The Pinal County Benefit "**Plan Year**" is the period from January 1st through December 31st.

If you are a new employee, your "**Plan Year**" is the period from your first month of eligibility through December 31st of that same year.

**All employees**, new or continuing, are required to have *group* medical coverage under Pinal County or a *group* medical policy under a spouse or another *group* medical plan. Coverage under the Pinal County medical plans may be waived in lieu of other *group* medical coverage only during open enrollment.

**REMEMBER - EVERY EMPLOYEE MUST COMPLETE A NEW PINAL COUNTY BENEFITS ENROLLMENT FORM EACH PLAN YEAR.**