

## **CHANGES TO YOUR SELECTED BENEFITS**

All benefits and premiums are set for the entire Plan Year and are subject only to changes made by the Plan Administrator. **The benefits you select at the time of initial hire or at Open Enrollment remain in effect for the entire Plan Year.** The Employee's individual benefits may not be changed or dropped during the Plan Year, except as stated below.

You may only change your elections during each annual Open Enrollment period. The only exception to this Plan rule is if you have a qualifying family status change.

**An employee who waived coverage during Open Enrollment due to coverage under another group medical plan must notify Pinal County Human Resources immediately upon loss of such coverage. The County benefit requirement is for all employees to carry group medical coverage on themselves.**

Pinal County Human Resources must be notified of all other status changes within 31 days from the qualifying event.

Some examples of family status changes that **MAY** permit you to modify who is covered during a Plan Year are:

- **Addition of a family member (i.e. birth, marriage, adoption)**
- **Divorce or legal separation**
- **Death of a spouse or eligible dependent**
- **Your spouse gain s or loses employment**
- **An ineligible dependent becomes eligible**

A change form and documentation regarding the Qualifying Event must be submitted to Pinal County Human Resources within 31 days from the Qualifying Event. Changes become effective on the first of the month following completion of the change form with Pinal County.

If you have any questions, please contact Pinal County Human Resources for details about adding or changing coverage.