

ELIGIBILITY & PARTICIPATION

Employees are eligible to participate in the Pinal County's Benefits Plan if they are an active employee and are scheduled to work 30 hours or more each week.

All employees, new or existing, are required to have *group* medical coverage under Pinal County or medical coverage under a spouse or coverage under another medical plan. Coverage under the Pinal County medical plan may be waived in lieu of other medical coverage with proof of coverage.

Pinal County also requires each employee to be covered under the Basic \$10K Life Insurance. Pinal County provides each employee with a benefit allowance of \$7,709 to help pay for the required and selected benefits. If the premium costs of the benefit selections are more than the County benefit allowance, the balance of the premium due is paid by the employee via payroll deductions throughout the Plan Year (July - June).

Every other Monday, a New Hire Orientation meeting is held by Pinal County Human Resources for all new employees to select their benefits. Employees **MUST** complete an enrollment form by the end of the month in which they are eligible or they will be automatically enrolled in Employee Only Medical and Basic \$10K Life Insurance for the remainder of the Plan Year.

New Employees:

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

Existing Employees:

- Annual Open Enrollment is held each May for the new Plan Year.

The Pinal County Benefit "**Plan Year**" is the period from July 1st through June 30th.

If you are a new employee, your "**Plan Year**" is the period from your first month of eligibility through June 30th of the same or following year, whichever is applicable.