



District School Board of Pasco County
ELIGIBILITY FOR GROUP HEALTH INSURANCE

05/2016

Benefits Eligibility

Employees in a benefits-earning position are eligible for group health insurance on the first day of the month following one month of continuous employment. For example, if your date of hire is March 15, you are eligible for coverage on May 1.

It is important that all new benefit eligible employees check their Pasco County School email regularly for time-sensitive communications regarding their benefit enrollment window. Employees should be able to access "Employee Self-Service" (ESS) as benefit enrollment will be completed on-line in Employee Self-Service. Employees who do not make benefit elections by their deadline will be enrolled in the default medical plan, at no cost to the employee.

An Employee who has satisfied the benefit eligibility waiting period is eligible for group health insurance if he or she is actively employed on the effective date of coverage.

Location: _____ Last 4 Digits of SSN or Employee ID #: _____

Employee Name: _____
(Last) (First)

NEW APPOINTMENT (NEW HIRE):

- Eligible for group health insurance
- Not** Eligible for group health insurance

Employee's Signature Required

INCREASE/DECREASE IN HOURS (CURRENT EMPLOYEE):

- Eligible for group health insurance
- Not** Eligible for group health insurance

Employee's Signature Required