

# **Williamson County Government and Board of Education**

## **Employee Benefits Enrollment Information for New Hires**



# Important Information for New Hires

You have 31 days from your full time date of hire to complete the online enrollment process.

Election of benefits are made through the online enrollment system. You must complete the process even if you do not wish to enroll in any of the benefits.

You can not begin the online enrollment process until your full time date of hire. Please provide a current email address as you will receive emails regarding the online enrollment process.

Online enrollment can be completed at [www.aflacatwork.com](http://www.aflacatwork.com).

Detailed information for new hires can be found at the Williamson County Benefits Website, [www.williamsoncounty-tn.gov/mybenefits](http://www.williamsoncounty-tn.gov/mybenefits). Once there click on Employee Benefits then Benefits Overview.

## **Williamson County is HIPPA Compliant:**

Williamson County provides all full time employees at time of orientation the Notice of Privacy Policy & Practices. This notice describes how medical information about you may be used, disclosed and how you can get access to this information.

## **IMPORTANT NOTICE Summary of Benefits and Coverage:**

Plan participants or eligible members may access "The Summary of Benefits and Coverage" (SBC) by visiting the Williamson County Benefits website at [www.williamsoncounty-tn.gov/mybenefits](http://www.williamsoncounty-tn.gov/mybenefits) or contacting any of the staff in the Benefits Department to request a printed copy. This document will provide individuals with standard information so they can compare medical plans as they make decisions about making plan choices.

Medical, Dental, Vision, Flexible Spending Account (FSA) & Employee Contributions to the Health Savings Account (HSA) benefits are deducted from your paycheck on a pre-tax basis, **unless** the employee notifies payroll differently.

The Benefits Department is located in the Administrative Complex at 1320 West Main Street, Suite 204, Franklin, TN 37064. Office hours are Monday through Friday 8:00 am - 4:30 pm. Fax # 615-790-5876

Questions regarding new hire enrollment please contact

**LeAyn Barnhill**  
New Hire Administration  
(615)591-8521  
[Leaynb@wcs.edu](mailto:Leaynb@wcs.edu)

**Jaime White**  
New Hire Administration  
(615)591-8526  
[Jaime.white@williamsoncounty-tn.gov](mailto:Jaime.white@williamsoncounty-tn.gov)

# **Williamson County offers the following benefits to all full-time employees:**

## **Employer Paid Life Insurance**

\$40,000 Life and AD&D insurance policy provided at no cost to full time employees. The Employer Paid Basic Life Insurance coverage is effective on the Employee's first day of full-time employment.

## **Medical & Prescription Coverage Options**

Medical and prescriptions benefits are effective 31 days following an employee's full time hire date

Please refer to the Cigna Health Plan Options Booklet given to you at orientation or on the Williamson County Benefits Website.

Overview of the medical plans offered can be found on pages 10, 11, 12 & 13 of the Cigna Health Plan Options Booklet.

Per pay period cost for each medical plan can be found on page 4, 5, 6 & 7 of the Cigna Health Plan Options Booklet.

Maintenance Medication must be ordered in 90 day supplies using Cigna Home Delivery Pharmacy or a Cigna 90 Now Retail Pharmacy.

## **Dependent Eligibility**

### Spouse

- Spousal Insurance Verification is required at enrollment.
- If your spouse is offered medical insurance benefits through their current employer, and your spouse declines the coverage, you will be charged an additional \$100.00 per month surcharge in order to enroll your spouse on the Williamson County medical plan.
- This can be waived if your spouse is not employed, self employed, if their current employer does not offer benefits or your spouse enrolls in his/her employer plan as primary coverage and Williamson County as their secondary coverage.
- The Spousal Insurance Verification form must be completed in full and returned to the Benefits Department within your 31 day new hire eligibility period. Otherwise, your spouse will be added and the surcharge will apply.

### Dependent Children

- Birth Certificate is required at time of enrollment for dependents from birth to age 26. If the Birth Certificate is not received the dependent child will not be enrolled.
- Dependent children may continue coverage until the age of 26.

## **Dental**

Dental benefits are effective 31 days following an employee's full time hire date

## **Flexible Spending Account (FSA)**

## **Voluntary Programs**



# Voluntary Benefits

Voluntary benefits are offered through The Drury Group and are payroll deducted. Williamson County does not contribute any portion of the premium cost for any of the voluntary benefits. Employees are paying 100% of the premium. Voluntary benefits become effective the 1st of the month following 60 days of employment.

## **Voluntary Benefit Offerings:**

Voluntary Vision                      Voluntary Term Life  
Voluntary Long Term and/or Short Term Disability  
Voluntary AFLAC Critical Illness  
Voluntary AFLAC Accident

Refer to the Williamson County Voluntary Benefits brochure provided during orientation or the Williamson County Online Enrollment System for details on all voluntary products offered.

Questions regarding voluntary benefits, please contact:

Charles Pareigis: (615) 628-3382 or [charles@drurygroup.com](mailto:charles@drurygroup.com)  
Jennifer De Cuir: (615) 628-3377 or [jenniferd@drurygroup.com](mailto:jenniferd@drurygroup.com)

## **Life Changing Event / Open Enrollment**

### **Life Changing Events are:**

Divorce	Legal Custody	Loss of other coverage
Marriage	Adoption	Gaining other coverage
Death	Birth	

- When a life changing event occurs, you have 31-days from the date of the event to notify the Benefits Department and provide the appropriate documentation to change your benefits.
- If you do not notify the Benefits Department within the 31-day eligibility period, your next opportunity to make changes will be during the annual open enrollment period.

### **Open Enrollment:**

Open Enrollment is the one time out side of a life changing event that eligible employees have the opportunity to make changes to their benefits. Open enrollment is held in the fall of each year with all changes effective on January 1<sup>st</sup>.

All new hires MUST complete the online process for open enrollment regardless of their date of hire.