



## Benefits Enrollment Notice & Checklist | Temporary & Seasonal Benefit Eligible Employees

### Snohomish County Human Resources

Welcome to Snohomish County! Snohomish County offers medical insurance to temporary and/or seasonal employees that meet certain criteria. If you are determined to be eligible, the following information applies:

#### Eligibility

Please be advised that you are eligible for medical insurance only. You may enroll yourself and your biological and/or adopted children up to the age of 26. Spouses and domestic partners are not eligible.

#### Enrollment

You must enroll within 30 days from your date of hire. To enroll or waive coverage, submit the [Healthcare Benefits Enrollment/Change Form](#) and documentation to add your children (i.e. birth certificates) to Human Resources by one of the following methods within 30 days from your date of hire:

- Fax: 425-388-3579 (If you fax, it is recommended that you call HR to verify receipt of your forms.)
- Hand deliver: Human Resources | Administration West Building | 1st floor
- Mail: Snohomish County Human Resources | 3000 Rockefeller Avenue Mailstop 503 | Everett, WA 98201

#### Medical Insurance Benefits

You may choose between Preferred Provider Organization (PPO) medical plans administered by Regence BlueShield and Health Maintenance Organization (HMO) plans administered by Kaiser Permanente. Plan features and premiums vary depending upon your work group and/or union affiliation. All plans include prescription drug benefits. We encourage you to visit [www.snohomishcountywa.gov/983/Medical](http://www.snohomishcountywa.gov/983/Medical) to access detailed information including plan booklets, comparison charts, summaries, forms, premiums, and contact information.

In the table below, determine which group you belong to in the left column to find the plans you may choose from in the middle column, and review the comparison chart to help you make your plan choice.

Work Rules/Union Affiliation	Plans to Choose From	Comparison Chart
Classified/Non-represented (no union representation), Management & Exempt, AFSCME, Law Enforcement Support, Corrections Support, Corrections Support Supervisors, and Clerk's Association	<ol style="list-style-type: none"> <li>1. Regence Plan A PPO; #10008695</li> <li>2. Regence Plan B PPO; #10008695</li> <li>3. Kaiser Permanente Core HMO; #1654800</li> </ol>	<a href="#">Comparison Chart</a>
Sheriff Deputies, Sergeants, Lieutenants & Captains; Airport Fire Fighters	<ol style="list-style-type: none"> <li>1. Regence Select \$20 PPO; #10008695</li> <li>2. Kaiser Permanente Core HMO; #1655000</li> </ol>	<a href="#">Comparison Chart</a>
Corrections Guild; Corrections Sergeants & Lieutenants	<ol style="list-style-type: none"> <li>1. Regence Select \$17 PPO; #10008695</li> <li>2. Kaiser Permanente Core HMO; #1654700</li> </ol>	<a href="#">Comparison Chart</a>

## Healthcare Premiums

The premium is the amount that you may be required to pay for your health insurance. Most employees pay for their healthcare premiums with pre-taxed dollars. Premium contributions are collected in advance and are deducted on a semi-monthly basis on the 22<sup>nd</sup> and 7<sup>th</sup> of each month. For example:

Healthcare Premium Deduction Example		
<i>Working Days</i>	<i>Deduction/Paycheck</i>	<i>Healthcare Coverage</i>
March 1st - March 15th	March 22nd	April
March 16th - March 31st	April 7th	

### Full-time Employees

If you work 35 or more hours per week (budgeted FTE must be .875):

- You will share the monthly premium contributions for Medical Insurance with the County
- The County pays for your Dental, Vision, Basic Life, and Long Term Disability Insurance premiums
- Review the [monthly premiums](#) for full-time employees

### Part-time Employees

If you work between 20 and 34 hours per week (budgeted FTE between .5 and .85):

- The County's contributions toward your Medical, Dental, Vision, and Basic Life Insurance premiums will be pro-rated in an amount equal to your actual Full Time Equivalent (FTE). (Example: If you are employed for 30 hours per week, your FTE is 0.75. You will pay 25% of the County's premium contributions plus the employee contributions.)
- The County pays for your Long Term Disability Insurance premiums
- Review the [pro-rated monthly premiums](#) for part-time employees

### Effective Dates

Effective dates are determined by your date of hire. If you were hired between the 1st and the 15th of the month, your benefits start on the first day of the month following your date of hire. If you were hired between the 16th and the 31st of the month, your benefits start on the first day of the second month following your date of hire.

### Assistance & Questions

Please contact insurance carriers with specific benefit questions. There is a complete list of contact information at [www.snohomishcountywa.gov/benefits](http://www.snohomishcountywa.gov/benefits). Contact Human Resources at 425-388-3411 ext. 0 or at [human.resources@snoco.org](mailto:human.resources@snoco.org) for further assistance.