

County of Gloucester
Human Resources Manual

CHAPTER:	5 - EMPLOYEE BENEFITS	ADOPTED: 3/7/06
SECTION:	2 - WAIVING MEDICAL AND/OR PRESCRIPTION COVERAGE	REVISED: 8/7/13

County employees may be eligible to waive their medical or prescription benefits. *The choice to waive should be made only if the employee does not expect these benefits to be needed.* Employees who waive their medical benefits **must produce proof** that they have medical coverage through another source (such as a spouse's/civil union partner's employer provided coverage).

Waivers will take effect as of the pay period that follows the disenrollment of the benefit and will continue unless the employee subsequently chooses to sign-up for medical and/or prescription coverage. Employees may enroll during the October open enrollment period or in such circumstances where an employee experiences a loss of medical coverage, upon giving notice to the County and proper application to the State Health Benefits Plan, will be enrolled in the medical plan within 60 days. Furthermore, employees who experience a loss of prescription coverage, upon giving notice to the County, will be enrolled in the County prescription plan beginning on the first day of the month following the completion of 60 days' notice. PLEASE NOTE: Coverage changes involving the addition of dependents are effective retroactive to the date of the event (marriage, civil union, birth, adoption, etc.) provided that the application and all required supporting documentation is filed within 60 days of the event.

Employee:

Should submit to the Human Resources Department during the Open Enrollment period a "***Health Benefits Program Application***" when opting to waive coverage.

Should submit a "Notice of Change in Medical Benefit or Waiver Status" (HR 5.1 Exhibit N) to the Human Resources Office whenever the employee experiences an increase or decrease in dependents within thirty (30) days of the triggering event.