

ARTICLE 13 **BENEFITS**

- 13.1 Benefits Enrollment. All benefit-eligible employees may enroll in state benefit plans. New employees must complete the enrollment process themselves by going online to the People First website within sixty (60) days of becoming employed in the benefit-eligible position or will otherwise have to wait until the next open enrollment period occurs.
- 13.2 Eligibility. All active, permanent, full-time bargaining unit members qualify for coverage under the State of Florida Insurance Programs. All eligible employees should review the Marketplace Notice included in the Description Employee Benefits Package administered to new employees upon hiring. The Marketplace Notice is required under the Affordable Care Act and provides employees additional information about affordable health plan options that are available through the Marketplace or Health Care Exchanges.
- 13.3 Dependent Coverage. Employees may enroll eligible dependents for State of Florida sponsored plans in accordance with the plan documents.
- 13.4 Spouse Program. An eligible employee whose spouse works in a benefits-eligible position for a State of Florida government agency may enroll in the health insurance Spouse Program. This program combines the state's matching portion of each member's insurance premium, providing health insurance at a minimal cost provided that both employees are in full-time, benefits eligible positions. Should one spouse terminate employment with the State of Florida, or in the event of a divorce, change in FTE, or leave of absence-the employee must notify People First of the event within 60 days of the event.
- 13.5 Health Benefits. Employees may choose from several State of Florida health insurance plan options. Health insurance premiums are deducted on a pre-tax basis unless the employee requests post-tax deductions through a state pre-tax waiver. Coverage is not effective until after the employee receives insurance cards from the companies.
- 13.6 Life Insurance. The State of Florida offers Basic and Optional term life insurance coverage to eligible full-time and part-time employees.
- 13.7 Retirement Plans. Eligible employees may choose to participate in one of three plans: the State University System Optional Retirement Program, the Florida Retirement System's Florida Pension Plan, or the Florida Retirement System's Florida Investment Plan. All three retirement plans include employer and mandatory employee contributions. To enroll in a retirement plan, the employee must fill out the appropriate form and turn it in to the Human Resources Department for processing.