
NEW HIRE/NEW TRANSFER BENEFITS MATERIALS

Congratulations on your appointment to a benefits eligible position!

Soon you will be scheduled to attend New Employee Orientation (NEO) where you will receive a broad overview of County benefits available to you. It is important that you attend this Orientation in order to make informed decisions on the benefits that are essential to you. This packet contains initial guidelines and mandatory information to help you get started before your Orientation, so that you can research your coverage options ahead of time and learn what to expect when enrolling in benefits.

Depending on your scheduling for Orientation, you may have a very small window of time to make informed benefit decisions, so please take advantage of these resources available to you in advance of NEO.

There are three components to the benefits materials enclosed:

[ENROLLING IN BENEFITS](#)

(1 page)

This document provides you with an outline of the initial enrollment process, online links for more resources, the website for your benefit enrollment, and highlights your responsibilities to ensure a successful experience.

[THE PATIENT PROTECTION AND AFFORDABLE CARE ACT AND COVERED CALIFORNIA NOTICE](#)

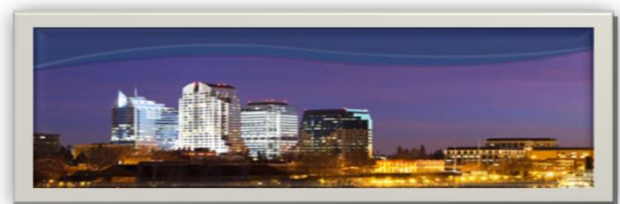
(3 pages)

This notice is required by law, and provides information about coverage availability through the Health Insurance Marketplace and the coverage offered by the County of Sacramento.

[SUMMARY OF BENEFITS AND COVERAGE \(SBC's\)](#)

(6 packets)

These are also required by law. There are six SBC's (one for each medical plan option) that allow you to review and compare a standard list of treatment costs for our available benefit plans side-by-side. They are not a complete list of coverage categories and they do not include the payroll deduction costs.



ENROLLING IN BENEFITS

- You have **30 days** from your date of hire, transfer, or rehire to enroll in benefits.

[Failure to enroll within 30 days will result in a default enrollment]

- Coverage is effective the first day of the month after you complete your enrollment, provided your supporting documentation is received in time.
- Once coverage takes effect you cannot make changes, even if you are within your first 30 days!
[Changes will then only be permitted within 30 days of a life event or at Open Enrollment]

Orientation is usually held the 4th Monday of each month leaving very little time to decide your coverage choices. If you wish to review additional benefits information for more details prior to attending NEO, visit the Employee Benefits Office website:

<http://www.personnel.saccounty.net/Benefits/Pages/default.aspx>

WHEN YOU ARE READY TO ENROLL.....

1. Visit: www.benefitbridge.com/saccounty and proceed through the steps to select your benefits. A guide to enrolling online is available on the Employee Benefits Website and inside BenefitBridge.
2. Submit documentation to the Benefits Office:
 - ➡ If you enroll family members to coverage-documentation is required to complete the enrollment.
 - ➡ If you waive medical coverage-documentation is required.

QUESTIONS? CONTACT US:

EMPLOYEE BENEFITS OFFICE

700 H Street Room 4650, Sacramento, CA 95814

mybenefits@saccounty.net

P: 916.874.2020

F: 916.874.4621

BenefitBridge is updated with employee information once a week on Fridays. If the system does not recognize you it is simply a timing issue and you should check back the following Friday afternoon.