

Human Resources Department Guidelines for Change of Election

An employee electing the Section 125 option should note the following information:

1. Any qualified premiums deducted from the employee's paycheck will be "locked in" for the remainder of the school term through the end of the plan year.
2. The only exceptions will be those situations involving family status changes as listed below:
 - a. Loss or gain of employment by spouse
 - b. Marriage
 - c. Divorce
 - d. Death
 - e. Birth or adoption
 - f. Qualify for Medicare
 - g. Dependent no longer eligible (*i.e., student graduates from college*)
 - h. Spouse's open enrollment
3. **The employee has 31 calendar days following the qualifying event to change election.**
4. In order to add or delete coverage under the Section 125, the employee must furnish the Employee Benefits Department verifiable documentation of the qualifying event.
5. For the loss or gain of employment by a spouse, verification must be furnished as listed below:
 - a. A letter from the spouse's employer on company letterhead stating the effective date of the employment or the effective date of termination of employment.
 - b. The effective date of the insurance coverage or the date the coverage terminated.
 - c. A letter signed by an official of the company or the benefits counselor.

**You must contact the
Benefits Office at 936-709-7859
for assistance with the change of election.**

(832) 482-6859 (*Metro*) • (936) 709-7951 (*Fax*)

