

CHANGE IN NAME/ADDRESS/PHONE NUMBER/DEPENDENT STATUS

Be sure to notify the Human Resources Department promptly if you have any change which would affect your personnel/payroll records or insurance coverage.

Employees who have any change in marital or dependent status should personally come to the Human Resources Department to complete appropriate payroll and insurance forms. For new dependents to be covered, you must complete an enrollment form within 31 days of the date the new dependent is acquired (except newborn children born to a mother covered under the City and County's self-funded insurance plan).

Additionally, dependents who lose their dependent status (through divorce or exceeding the maximum age for eligible dependents) for the medical or dental coverage may be entitled to continuation coverage at their own expense provided they elect such continuation coverage. For dependents who have lost their dependent status to be eligible for this continuation coverage, the Human Resources Department must be notified in writing within 60 days of the event that caused the loss of the dependent status.

It is also important to review, on a regular basis, your beneficiary forms for life insurance, accidental death and dismemberment and any retirement programs.

For more detailed information on insurance coverage, refer to the Employee Insurances section of this Handbook.