



Tehama County Department of Education

Richard DuVarney
Tehama County
Superintendent of
Schools

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BENEFITS ELECTION FORM

Date: _____

Name (Please print) _____

TCDE offers the following benefits to employees based on employee bargaining unit or employee group. Some restrictions apply. Employees must work a minimum of 20 hours per week in order to participate. The Department's portion of premiums will be pro-rated for employees who work less than full-time*. There is a 30-day time limit from hire date to enroll in all benefit plans. (*Full-time is equal to 8 hrs./12mos. for classified employees, 182 days or more for certificated employees, 190 days or more for certificated management employees.)

I choose to participate in the following Department offered plans:

**OFFICE USE
ONLY**

Effective
Database
Effective
Online
Effective
Database

MEDICAL AND DENTAL INSURANCE—CVT (required for full-time* employees with no other health coverage)

- Yes — Must complete an on-line application process—will receive cards for verification
- No — of benefits. If you do not elect coverage at this time, you will be required to wait for the open enrollment period of approximately August 15 through September 15 to sign up for the next plan year starting October 1.

VISION INSURANCE—Vision Service Plan (VSP)

- Yes — No enrollment form to complete, part of the process above
- No

LIFE INSURANCE—Depends upon the Unit

- Yes — Life insurance varies between the bargaining units. Please see HRS to enroll in the appropriate plan.
- No

Employee Signature