

DEPENDENTS' BENEFITS

Events such as marriages, births, adoptions and divorces must be reported to Human Resources within one month of when they occur. District Human Resources will then work with District Payroll to see that the appropriate changes in benefit coverage will be made. Therefore, employees should not wait until the annual open enrollment period to enroll dependents in a District health plan.

Human Resources should inform new hires of the procedure before they start work.

Eligible dependents are defined in each plan's brochure. Children include step-children, legally adopted children and foster children (requires legal guardianship as established by a court document), provided such children are dependent upon the employee for support and maintenance, in accordance with Internal Revenue Service regulations.