



# Benefits Q & A

## **When are my benefits effective?**

Benefits are effective the first day of the month after you start actively working. Human Resources can confirm that date for you if needed.

## **When can I enroll in my benefits?**

If you are starting to work for the new school year (i.e. August), you will be able to enroll during open enrollment (dates vary). For new hires during the school year, you should be able to enroll within 7 – 10 days from your starting date effective the first of the month following your start date.

## **How will I know when to enroll?**

You will receive an e-mail sent to your Crosby ISD e-mail account, including the link to the benefits enrollment HUB. You will also receive a reminder e-mail to enroll before the deadline.

## **What is the deadline to enroll in benefits?**

You have 31 days from your eligibility date to enroll in benefits. For example – if your benefits will be effective 9/1, then you have until 10/1 to enroll. However, this does NOT change the effective date and you are responsible for the premiums back to your eligibility date.

## **What happens if I don't enroll in benefits before the deadline?**

You will have to wait until next open enrollment, unless there is a life changing event (getting married, divorced, having a baby or your spouse changes jobs).

## **Do I have to do anything if I don't want the District benefits?**

Yes, it is mandatory. You MUST complete the enrollment process so that we know you have reviewed the available benefits. You will have an option to decline.

## **Can I make changes to my benefits during the year?**

Generally, no. Once you make your elections they are in place for the remainder of the calendar year unless you experience a "life event" such as getting married, divorced, having a baby or your spouse changes jobs. You MUST report the life changing event within 31 days.

## **Is there an annual enrollment period?**

Yes – every fall we conduct an annual enrollment for all employees. This is your once a year opportunity to change your benefit elections without a "life event". Please be aware that all employees are recommended that all employees review benefits during open enrollment. Once open enrollment closes, changes can not be made.

## **Questions / Contact Information:**

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