



# DAUPHIN COUNTY SEIU Benefits Guide 2025

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## **Introduction**

This guide highlights the main provisions of Dauphin County's Benefit Program available to benefit eligible employees and is subject to the terms of contracts and other legal documents. It is intended to assist you as you enroll in your benefit programs. All the information contained in the guide is also available on the Dauphin County Connect (SharePoint) intranet. Employees who are married, should discuss coverage options with their spouses and should check details of their spouses' coverage before making any decisions.

Where this guide and the official contracts and plan documents vary in the description of the plans, contracts and the plan documents are the final authority.

This guide is a summary description of benefits, which may be subject to change. The language in this guide does not imply a contract or assurance of employment or compensation.

## **Benefit Effective Date**

Full-time employees are eligible to receive benefits coverage as part of their compensation. **Employees must enroll in Oracle within the first 30 days from their hire date. The benefit effective date is the 1<sup>st</sup> of the month following 60 days of full-time employment. If you fail to enroll within the required timeframe you will default to the \$800/\$1600 plan with single medical coverage, single dental and vision coverage and will be required to wait until the next open enrollment period to change your coverage.**

## **Benefit Eligibility:**

### **Full-time Employees**

A full-time benefit eligible employee is one who is regularly scheduled to work 37.5 or more hours per week in an established full-time position.

### **Part-time Employees**

Part-time employees are only eligible to participate in the Deferred Compensation Plan, the Employee Assistance Program (EAP) and the Transportation Program.

## **Dependents**

- Spouses
- Newborn children
- Children under 26 years of age, unless otherwise extended pursuant to applicable state or federal law
- Children legally placed for adoption
- Legally adopted children
- Stepchildren
- Children of a legal guardian who has assumed the financial responsibility for the children
- Children awarded coverage pursuant to an order of court

Grandchildren, sisters, brothers, nephews, etc. are only eligible under an employee's group plan if the applicant is the adoptive parent or legal guardian.

To be eligible for dependent coverage, proof that dependents meet the above criteria is required to be uploaded in Oracle to your Document of Records, such as court documents, birth certificates, social security cards, marriage certificates, etc.

**Medical Coverage: CAPITAL BLUE CROSS (CBC)- Dependent Coverage until age 26.**

WEB ACCESS: [www.capbluecross.com](http://www.capbluecross.com). To create an account. Click on “Logon” at the top right and select register; then follow the instructions.

You can also download the App: [AlwaysOn Wellness](#) to access your Capital Blue Cross account information.

Dauphin County offers one medical coverage plan offered through Capital Blue Cross.

**DEDUCTIBLE/COPAY PLAN:** The option is a Deductible/Copay Plan. The plan combines comprehensive coverage and preventative care services. The plan has deductibles and copays associated with costs. The plan give employees the freedom to choose any physician, specialist or hospital and have coverage for in-network providers. A deductible is a predetermined amount of money that must be satisfied (paid) by the employee prior to the insurance paying for any medical services. Deductible charges apply to the cost of your medical care. Preventative services are not subject to deductibles. No one person in your plan will ever pay more than the individual deductible amount. The family works together to satisfy the family deductible amount. Once the family deductible is met, anyone in the family that has medical services will be covered 100% outside of any copay charges.

**Medical \$800/\$1600 Deductible/Copay Plan-** This plan has lower premium sharing amounts and a higher deductible level. This plan works well for employees and/or family members who do not have frequent doctor and specialist visits.

**PLAN DESIGNS AND PREMIUM SHARING OPTIONS:**

All employees will be required to choose a plan option that best suits you and your family. Premium Sharing will be deducted on a pre-tax basis over 26 pay periods. The County has 5-coverage levels.

Single = Employee only

EE+Spouse = Employee and Spouse

EE+ Child = Employee plus 1 child

EE+Children = Employee plus more than 1 child

Family = Employee, Spouse and child or children

<b>\$800/\$1600 PPO Deductible/Copay Plan</b>		
<b>Coverage Level</b>	<b>Employee Monthly Contributions</b>	<b>Per Pay</b>
Single	\$30.00	\$13.85
EE+ Spouse	\$60.00	\$27.69
EE + Child	\$60.00	\$27.69
EE + Children	\$90.00	\$41.54
Family	\$90.00	\$41.54

**Dual coverage is not permitted by married County employees. Dependents are eligible for medical and prescription coverage until age 26.**



**CBC -VIRTUAL CARE**

CBC Virtual Care uses real-time video conference that allows you and your benefit eligible dependents to have face-to-face discussions with board-certified, state-licensed family physicians and dermatologists in a matter of minutes.

CBC Virtual Care provides services for minor illnesses, including but not limited to, the following:  
Viral illnesses, external eye problems, headaches, skin and nail conditions, allergies, rashes, sinus infections and cold and flu symptoms.

Access to unlimited services is available 24/7 through your mobile smart phone, tablet, or iPad. **Only employees who participate with the County healthcare coverage through CBC may use CBC Virtual Care.**

HDHP employees: You will be required to pay a charge, therefore, make sure you use your WEX card. Please contact Human Resources and we will reimburse your HSA account for the charges. Proof of payment is required.

**Member Services: 1-888-428-2566**  
**Nurse Line: 1-800-452-BLUE**  
**Blue Card Network: 1-800-810- BLUE**

**Dauphin County Prescription Coverage: SEIU Union**

WEB ACCESS: at <https://securecontact.me/hwfund@msn.com>

SEIU Union employees please contact your Union Steward or SEIU Union for information regarding your prescription coverage.

SEIU Contact information is listed below:  
Linda Whittington, Fund Administrator  
Joanna Chronister, Administrative Assistant



SEIU Health and Welfare Fund  
2589 Interstate Drive  
Harrisburg, PA 17110  
(717)526-4856  
(888)243-1524  
(717)651-9529 FAX  
<http://SEIUhwfund.org>



**SPOUSAL SURCHARGE:**

Spousal surcharge is an additional charge for employees who elect to cover their spouses on the County’s health care plan even though their spouses have health coverage available through his/her employer.

The **\$130.00** monthly spousal surcharge will be deducted from employee's paycheck on a pre-tax bi-weekly basis \$60.00 per pay over 26-payperiods. The spousal surcharge is waived for spouses married to another employee employed by the County. If a spouse is enrolled in coverage and you fail to notify Human Resources, the surcharge will automatically be applied until the form is received. **This surcharge only applies to employees hired on or after February 1, 2019.**



#### **MEDICAL OPT OUT PROGRAM:**

Employees may choose not to enroll in the medical/prescription plan and receive a monetary incentive in lieu of coverage only if they have other coverage. Employees choosing to participate in the Opt-Out Program are required to **mark the appropriate box under the Medical Opt Out section in Oracle and upload copies of their current insurance ID cards as proof of coverage to your Document of Records EVERY YEAR.**

**Please note: Employees who waive coverage and elect coverage under another Dauphin County employee are ineligible for the opt-out incentive.**

There is one option for opting out of coverage:

1. **Total** - An employee may totally opt-out of health and prescription coverage (including any eligible dependents) and receive \$2,400.00 annually paid in two increments of \$1,200.00 in June and December. Prorated amounts will be calculated at \$200.00 per month for newly enrolled employees during the year. Employees who terminate coverage will receive a pro-rata amount on their last paycheck.

The Department of Human Resources reserves the right to make a final determination in any given circumstance or situation. This program is offered and continued at the sole discretion of the Board of Commissioners and may be discontinued at any time.

#### **Dental Program:**

SEIU Union employees please contact your Union Steward or SEIU Union for information regarding your dental coverage.

SEIU Contact information is listed below:

Linda Whittington, Fund Administrator

Joanna Chronister, Administrative Assistant

SEIU Health and Welfare Fund  
2589 Interstate Drive  
Harrisburg, PA 17110  
(717)526-4856  
(888)243-1524  
(717)651-9529 FAX  
<http://SEIUhwhfund.org>  
Send us a secure email by clicking below:  
<https://securecontact.me/hwhfund@msn.com>



### **Vision Program:**

SEIU Union employees please contact your Union Steward or SEIU Union for information regarding your vision coverage.

SEIU Contact information is listed below:  
Linda Whittington, Fund Administrator  
Joanna Chronister, Administrative Assistant

SEIU Health and Welfare Fund  
2589 Interstate Drive  
Harrisburg, PA 17110  
(717)526-4856  
(888)243-1524  
(717)651-9529 FAX  
<http://SEIUhwhfund.org>  
Send us a secure email by clicking below:  
<https://securecontact.me/hwhfund@msn.com>

### **DENTAL and VISION OPT-OUT PROGRAM**

Employees may choose not to enroll in the dental and vision plan and receive a monetary incentive in lieu of coverage. Employees choosing to participate in the Dental and Vision Opt-Out Program are required to mark the appropriate box and upload copies of the current insurance ID cards **EVERY YEAR**.

**Please note: Employees who waive coverage and elect coverage under another Dauphin County employee are ineligible for the opt-out incentive. Under your Collective Bargaining Agreement, you cannot opt out of dental only or vision only.**

There is one option for opting out of coverage:

- 1. An employee may totally opt-out of dental and vision coverage (including any eligible dependents) and receive \$420.00 annually paid in two increments of \$210.00 in June and December. Prorated amounts will be calculated at \$35.00 per month for newly enrolled employees during the year. Employees who terminate coverage will receive a pro-rata amount on their last paycheck.**

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## **Group Term Life Insurance: SUN LIFE (Group Policy Number 935623)**

WEB ACCESS: [www.sunlifeconnect.com](http://www.sunlifeconnect.com)

### **Basic Term Life Insurance**

**Full-time employees** receive a County paid group term life insurance policy in the amount equal to 1½ times their annual salary, which is rounded to the next even \$1,000.00. Example: pay per hr. x 2080 x 1.5 rounded up to the next even \$1,000.00 - \$16.00 x 2080 = \$33,280. X 1.5 = \$49,920.00 rounded up 1,000 = \$50,000 over term life coverage.

The maximum amount of term life insurance is capped at \$65,000.00. Certificates of Insurance can be found on the Dauphin County Connect (SharePoint), Human Resources, Benefits, Term Life Insurance. **All full-time employees are automatically enrolled in coverage. Policies may be converted into a Whole Life policy within 30 days should employment end, without having to answer medical questions.**

### **Term Life Insurance Options: SUN LIFE**

#### **Supplemental Term Life Insurance**

Supplemental insurance is additional life insurance coverage on an employee. The benefit amount starts in increments of \$10,000.00 up to a maximum of \$300,000.00. Rates are determined by an employee's age and amount of coverage and increase in 5-year increments. Up to \$200,000.00 is offered as guarantee issue to all new hires. This is a voluntary benefit that an employee may elect through payroll deduction. There are two different options offered to employees. Please reference the Voluntary Life Insurance brochure on Dauphin County Connect (SharePoint) for more detailed information. **Policies may be converted into a Whole Life policy within 30 days should employment end, without having to answer medical questions Employees may also enroll or disenroll during Open Enrollment CURRENT EMPLOYEES ENROLLING/MAKING CHANGES DURING OPEN ENROLLMENT MUST COMPLETE AN EVIDENCE OF INSURABILITY (EOI) ONLINE WITH SUN LIFE. EMPLOYEES CAN FIND THE WEBSITE ON SHAREPOINT – BY CLICKING HR, BENEFITS, VOLUNTARY BENEFITS OPTIONS, TERM LIFE-SUN LIFE, CLICK ON EOI LINK, GROUP POLICY NUMBER 935623**



### **Dependent Term Life Insurance**

This coverage is insurance on an employee's spouse and/or dependent children. Coverage amount for a spouse is \$10,000.00 and \$5,000.00 for each dependent child. The rate is a total of **\$.54** per family unit per pay. The number of dependents does not matter. **Coverage is available for dependents until they reach age 26.** The coverage is offered to all new hires as guaranteed issue. This is a voluntary benefit that an employee may elect through payroll deduction. **Policies may be converted into a Whole Life policy within 30 days should employment end, without having to answer medical questions. Employees may also enroll or disenroll during Open Enrollment. CURRENT**



WEB ACCESS: [www.retirementc.com](http://www.retirementc.com)

This additional retirement plan is a 457(b) plan that allows for both traditional (pre-tax) contributions and Roth (after-tax) contributions. The minimum contribution is \$10.00 per pay. The maximum yearly contribution amount will be based on IRS guidelines. Both full-time and part-time employees are eligible to participate in the Plan. Participants aged 50 or older may elect to make additional "Catch Up Contributions" as set by the IRS guidelines. Please contact Human Resources for more information on catch-up contributions. The Dauphin County, PA Deferred Compensation Plan is a voluntary benefit that an employee may elect through payroll deduction.

In addition to employee contributions, Dauphin County provides an additional employer contribution of \$4.00 per pay each time an employee contributes \$10.00 or more into the Plan. This is a flat contribution rate and does not increase when participants contribute more than the minimum \$10.00 per pay.

Employees can only enroll in the Plan online by accessing the Deferred Compensation tile on Dauphin County Connect (SharePoint). If you need assistance, you can contact HR or Retirement Collaborative LLC, which is a free financial service to help you with Deferred Compensation decisions. **Employees may enroll or disenroll at any time during the year.** Any employee contribution changes take effect on the first pay of the following month.

Contact: Stephen G. Hetrick, Investment Advisory Representative  
Phone: 717-545-1447 Fax: 717-602-1016 Mobile Phone: 717-503-6986  
Email: [hetrick@retirementc.com](mailto:hetrick@retirementc.com)

#### **Flexible Spending Accounts: ALERA GROUP**

WEB ACCESS: [www.bdsadmin.com](http://www.bdsadmin.com)

Employees choosing to participate in the Flexible Account Programs are required to **mark the appropriate box(es) under the Flexible Spending section in Oracle. Employees must mark the Enrolled box for the plan(s) of your choice and fill in the Annual Amount. This must be done EVERY YEAR.**

**Employee's enrolling in this benefit for the first time must also create an account by going to:**

**<https://bdsadmin.summitfor.me>**

**Please visit the Flexible Spending Account page, on Dauphin County Connect (SharePoint), under Voluntary Benefit Options, FSA: Instructions to view the FSA Online Account Creation. Any FSA questions can be directed to the HR department.**

#### **Alera Group Member Services (formerly Benefit Design Specialists):**

Employees who participate calculate their annual contributions; these contributions are deducted on a pre-tax basis lowering employee taxable income. This contribution money is never subject to tax. The calculations are figured on a **26** pay period deduction per year and are deducted from employee paychecks. Participants must enroll or disenroll **EVERY YEAR** per IRS requirements. There are three programs that employees may participate: Medical, Dependent Care and Parking. **Employees may only enroll or disenroll during Open Enrollment.** Election amounts may not change outside of open enrollment.



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**MEDICAL - PPO DEDUCTIBLE/COPAY PLANS and OPT-OUT EMPLOYEES ONLY:**

The maximum contribution per year is \$3,300.00. The maximum contribution amount is determined by the IRS. All services must be deemed medically necessary. Services will not be covered for general health and well-being or cosmetic purposes. Employees are permitted to rollover up to \$660.00. The funds must be used within the next year of the rollover. This benefit provides tax free payment on all types of medical services. The annual contribution reduces your taxable income by that elected amount.



#### **DEPENDENT CARE - ALL EMPLOYEES**

The maximum contribution per year is \$5,000.00 or \$2,500.00. Eligible dependents are under the age of 13 and can be claimed as exemptions on your federal tax income form and any dependents of any age (including parents) that are mentally or physically incapable of self-care. Employees are required to report the name, address and social security number or taxpayer identification number of day care providers. Examples of reimbursable providers include services of a baby-sitter or care provider, nursery or preschool, and adult care centers for disabled spouses or parents.

#### **PARKING - ALL EMPLOYEES**

When an employee is required to pay for parking, they are eligible for the pre-tax Flexible Parking program. Employees pay for parking monthly **AND** begin an additional “bucket” of tax-free parking dollars. So essentially you pay for parking twice (one to your parking facility and one to your FSA Parking “bucket”). Once your FSA parking “bucket” has at least one month of accumulated dollars, you may begin to request reimbursement of those funds. The most you may contribute is the amount you pay per month.

The frequency of reimbursement is up to the employee; however, the funds must be in the bucket. Some employees wait until the end of the year and recoup the total at one time. Other employees request reimbursement monthly, quarterly or semi-annually. It is up to the employee. The way to receive the funds is to complete the Online Claims Submission on Dauphin County Connect (SharePoint) under FSA: Instructions.

This benefit reduces your taxable income. The maximum contribution per month is \$325.00 for parking. The parking benefit helps employees budget the cost of transportation for the calendar year.

**Member Services: 1-888-273-7036**

#### **WELLNESS PROGRAM:**

Dauphin County’s Wellness Program helps employees and spouses develop healthy habits and incorporate healthy choices into their lifestyles. The goal of the programs is to improve the health of employees and spouses to reduce health care costs. Wellness Incentives will be paid to employees for the completion of **BIOMETRICS, HEALTH RISK ASSESSMENT(HRA) AND ONE HEALTHY BLUE REWARD PROGRAM**. Employees who complete all three requirements will receive a \$600.00 incentive. Employees will receive an additional \$400.00 incentive for covered spouses who also complete all three requirements. Once the County receives completion confirmation, the appropriate incentive will be put on the employee’s next available paycheck less appropriate withholdings. Employees and spouses may complete these requirements any time between February 1 – December 15, 2025. **Only employees and their spouses who participate with the County healthcare coverage through CBC are eligible for the incentive.**



**Biometrics – Required (3 options to complete biometrics)**

Employees and Spouses must have biometric screenings. A biometric screening is a lipid panel measuring cholesterol and triglycerides during a fast. Instructions for a LabCorp voucher, PDR voucher and on-site screening dates can be found on Dauphin County Connect (SharePoint)- Wellness Program.

Website [https://screenings.integratedhealth21.com/signup/dauphin\\_county](https://screenings.integratedhealth21.com/signup/dauphin_county)

• Returning Users Log in. New Users Register. • Please choose one of the options: Onsite, Lab Visit (at LabCorp), or Physician Results (PDR) and follow the instructions on the screen or call 1-800-451-6889.

1. Onsite - The County will have Integrated Corporate Health (ICH) onsite to give the biometric screenings. If you cannot attend a scheduled screening, you will need to request a voucher for any LabCorp site or a PDR for your family doctor to complete the screening.
2. LabCorp Voucher – You will need to request a LabCorp voucher to complete the screening. LabCorp will submit your test information to ICH and ICH will send the information to Capital Blue Cross. Capital Blue Cross will then give you credit for your biometrics. This process may take 3-4 weeks for you to receive credit.
3. Physician Derived Results (PDR) – You will need to request a PDR voucher to complete the screening. Your doctor’s office will fax or send the PDR to ICH and ICH will send to Capital Blue Cross that they received your biometric information. Capital Blue Cross will then give you credit for your biometrics. This whole process may take 3-4 weeks for you to receive credit.

PLEASE NOTE: It is the employee’s responsibility to follow up with LabCorp or their PCP to ensure that the process was completed per the voucher or PDR instructions. The only way to receive biometric credit is by following the above procedure including submission of the biometric information to ICH by LabCorp or your PCP office. There is NO COST to employees to have this service done by ICH or LabCorp. Your family doctor may charge you a co-pay.

#### **Health Risk Assessment – Required**

Employees and Spouses must complete the Health Risk Assessment. The health risk assessment is a personal health survey. Each employee and spouse must have a separate username and password to participate in the Health Risk assessment located on their Capitol Blue Cross website - [www.capbluecross.com](http://www.capbluecross.com) The instructions are found on **Dauphin County Connect (SharePoint)- Wellness Program**

#### **Healthy Blue Reward Program – Required**

Employees and Spouses must complete one Healthy Blue Reward Program. These are self-guided programs that can be found on the Capital Blue Cross website. **After completing the HRA there is a tab that you will go to to see the Healthy Blue Rewards programs that qualify for the incentive. You must complete at least one of these programs.** You must print out the certificate to show that you completed your program and submit it to [wellness@dauphincounty.gov](mailto:wellness@dauphincounty.gov) These instructions are found on **Dauphin County Connect (SharePoint)- Wellness Program**

**WELLNESS PROGRAMS-** All the additional Wellness Programs are found on Dauphin County Connect (SharePoint) under Wellness. The Wellness Committee will provide dates for all County programs. Employees must meet participation requirements to be placed in periodic drawings for a GRAND PRIZE.



The Department of Human Resources reserves the right to make a final determination in any given circumstance or situation. This program is offered and continued at the sole discretion of the Board of Commissioners and may be discontinued at any time.

Throughout the year, the Wellness Committee will offer several programs that you can participate in to enhance your health and wellness. Upon completion of each program, you will have the opportunity to have your name entered into a drawing for a prize.

Email any questions to: [WellnessCommittee@dauphincounty.gov](mailto:WellnessCommittee@dauphincounty.gov) or contact your Department Wellness Committee member.



### **WORKOUT INCENTIVE PROGRAM**

Dauphin County's Workout Incentive Program helps employees, along with their spouses and eligible dependents (ages 12-26) develop and incorporate healthy choices into their lifestyles. The goal of this program is to improve the health of families to reduce health care costs. **Only employees and eligible dependents who participate with the County healthcare coverage through CBC are eligible for the incentive.**

The workout incentive program runs from January 1, 2025, through December 31, 2025. To qualify for the \$2.00 per day incentive, each qualifying member must either log 6,000 steps per day or participate in 30 minutes of physical activity/exercise in a day. Only one type of activity per day will count towards the incentive. A gym usage log or a workout summary/print out from home equipment or screenshots from a personal device must be **uploaded in Oracle to your Document of Records** along with a **2025 Workout Incentive Form** to verify the number of workout days being submitted for each qualifying participant. **Workout Incentives will only be paid out 4 times per year. Documentation must be received by April 13,2025, July 20,2025, October 12,2025 and January 18,2026 to receive the payout on the second pay in April, July, October and January, less appropriate withholdings.**

The Department of Human Resources reserves the right to make a final determination in any given circumstance or situation. This program is offered and continued at the sole discretion of the Board of Commissioners and may be discontinued at any time.

### **CONNECT CARE 3:**

WEB ACCESS: [www.ConnectCare3.com](http://www.ConnectCare3.com)

CONNECT CARE 3 (CC3) is a nurse navigation program that gives employees access to Nurse Navigators to assist employees with any medical diagnosis or serious illness. Their services include assisting employees with understanding a diagnosis and suggested treatments, locating highly rated doctors and hospitals for a specific illness, researching other available treatment options, and accompanying employees to doctor visits as desired. This benefit is entirely **FREE** to benefit eligible employees and their eligible dependents. All services are strictly confidential-guaranteed. **Only employees who participate with the County healthcare coverage through CBC may use CC3.**

**Member Services: 1-877-223-2350**



### **Employee Assistance Program (EAP): MAZZITTI & SULLIVAN**

WEB ACCESS: [www.mseap.com](http://www.mseap.com)

Dauphin County offers a free Employee Assistance Program (EAP), a confidential program designed to help resolve personal problems. Information, consultation, and assistance are provided by professionally trained counselors from Mazzitti & Sullivan. Both full-time and part-time employees and their family members residing in their household are entitled to **6 free** sessions per person, per year. Dependents living outside the home are still eligible to age 26. EAP services are completely confidential. Dauphin County will receive no information about an employee's treatment unless the employee so requests in writing. **All employees may participate with the EAP program. Enrollment in County benefits is not required.**

Some EAP services include:

Depression  
Marital Problems  
Stress-Related Difficulties  
Financial Issues  
Kindly Human

Anxiety  
Substance Abuse  
Parenting Problem  
Work-Related Problems

**Member Services: 1-800-543-5080**

### **KISx CARD PROGRAM**

WEB ACCESS: [KISx@bdsadmin.com](mailto:KISx@bdsadmin.com)

The KISx Card Program uses approved outpatient surgery facilities to help reduce high costs associated with common surgical procedures.

How it works:

1. Employee/Dependent believes he/she needs a KISx procedure.
2. Employee/Dependent contacts BDS using the KISx Card to confirm if his/her procedure is available under the KISx Card Program.
3. BDS will schedule the initial consultation and provide a voucher for the consultation to verify the procedure is required.
4. The procedure is confirmed at the initial consultation. Alera Group schedules the procedure
5. Employee/dependent has the procedure.

DEDUCTIBLE/COPAY PLANS: All out-of-pocket expenses, including deductible, are waived for using the KISx Card program.

**Employees will also receive 10% of the procedure cost for using KISx Card program, which will be put on the employee's paycheck and appropriate withholdings will apply.**

**Only employees who participate with the County healthcare coverage through CBC may use KISx Card Program.** Please reference the Frequently Asked Questions on Dauphin County Connect (SharePoint) for more detailed information.

**Member Services 717-766-8844**

**Transportation Program:**

County employees have the opportunity to ride to and from work each day without incurring out-of-pocket expenses by using CAT, Rabbit Transit or Lebanon Transit solely paid for by the County.

Employees who are interested in this program must request a bus pass on Dauphin County Connect SharePoint by the 15th of each month to obtain a bus pass for the following month. To request a pass, go to SharePoint, HR, Request Bus Pass, and complete the online form. Employees who request passes after the 15th of month will be required to wait until the next month for their bus passes. Please make sure you read the policy and procedure completely and understand the instructions to obtain a bus pass. You will be held responsible for following the procedure/policy found in the Employee Handbook. **All employees may participate with the bus pass program. Enrollment in County benefits is not required.**



**County employees who ride the train are also eligible for a maximum \$49.00 per month reimbursement upon proof of payment. The Train Reimbursement form can be found on Dauphin County Connect (SharePoint).**

The Department of Human Resources reserves the right to make a final determination in any given circumstance or situation. This program is offered and continued at the sole discretion of the Board of Commissioners and may be discontinued at any time.



**EDUCATIONAL SAVINGS PLAN:**

WEB ACCESS: [www.pa529.com](http://www.pa529.com)

The Pennsylvania Tuition Account Program (TAP) offers the Guaranteed Savings Plan (GSP) and the Investment Plan. The GSP is a college savings program that provides the advantages of a 529 account and guarantees that your savings will keep up with the rising cost of college tuition. Because of the guarantee, the GSP is available exclusively to Pennsylvanians. The investment plan offers various investment programs offered by Vanguard Funds. **Employees may enroll or disenroll at any time during the year.**

Contact Karen Carr at 610-427-0948

**VOLUNTARY BENEFITS:**

Employees may elect the following voluntary benefits through a payroll deduction. **Employees may enroll as a new hire or enroll/disenroll during Open Enrollment.** To enroll or make changes into any of the below mentioned products, please contact the representatives directly.



## **AFLAC**

WEB ACCESS: [joann\\_g\\_ciavarella@us.aflac.com](mailto:joann_g_ciavarella@us.aflac.com) or [j1\\_fisher@us.aflac.com](mailto:j1_fisher@us.aflac.com)

Disability insurance helps replace a portion of your income to help make ends meet if you become disabled from a covered accident or sickness. Remember - this benefit does not automatically increase with your salary! *Be sure to re-visit your selections at each open enrollment.*

Accident insurance provides a benefit for a range of accidental injuries. Guaranteed issue!

Critical illness insurance provides a benefit to help you manage the financial impacts of a critical illness including heart attack, stroke and end stage renal failure.

Cancer insurance provides a benefit to help with expenses due to life-threatening cancer.

Medical Bridge helps bridge the gaps left by deductibles and co-insurance.

**Member Services: JoAnn Ciavarella (717) 329-8686 or Kevin Fisher- (717) 774-5681 for enrollment options.**



## **COLONIAL LIFE**

**BeneChoice Enrollment Solutions & Technology, Inc. (BEST)**

WEB ACCESS: [support@benechoice.com](mailto:support@benechoice.com)

Accident Policy – helps provide a financial cushion for out of pocket expenses resulting from injury.

Short-Term Disability Policy – helps offset the loss of pay resulting from a sickness or off-the-job injury through monthly benefit.

Cancer Expense Protection Policy – helps offset the medical expenses related to cancer treatment.

Critical Illness – provides asset protection; insured can leave savings and retirement funds intact should a critical illness strike.

Hospital Indemnity/Medical Bridge – helps protect against out-of-pocket expenses incurred when hospitalized.

**To Enroll Scan the QR code on Dauphin County Connect (SharePoint), Colonial Life.**

**Member Services: 717.490.6313**



## **Identity Theft Protection- ID SHIELD**

WEB ACCESS: [support@benechoice.com](mailto:support@benechoice.com)

ID Shield is an identity theft protection program that enables you to protect your sensitive information like your social security number, credit cards, passport, driver's license and much more. This is an after-tax voluntary benefit available through payroll deduction. To learn more about an excellent way to protect your identity and enroll click on the QR code on Dauphin County Connect (SharePoint) under Human Resources, Benefits, Voluntary Coverage, ID Shield. **Employees may enroll or disenroll at any time during the year.**

**To Enroll Scan the QR code, on Dauphin County Connect (SharePoint), ID SHIELD. Please note you must also enroll in Oracle.**

**Member Services: 717.490.6313 ext 2**



### **Universal Life Insurance –TRANSAMERICA**

WEB ACCESS: [support@benechoice.com](mailto:support@benechoice.com)

Voluntary Universal Life Insurance is available through Transamerica. Universal Life is permanent life insurance coverage. The cost of the premium never changes once the policy is issued no matter your age or health.

In addition to insuring an individual, the policy also builds cash value which offers potential flexibility in terms of borrowing and cash back upon an individual terminating the policy. The policy is portable without having to answer medical questions within 30 days, at the same rates if you leave County employment. **Employees may enroll as a new hire or enroll/disenroll during Open Enrollment.**

**To Enroll Scan the QR code, on Dauphin County Connect (SharePoint), Universal Life Insurance-Transamerica.**

**Member Services: 717.490.6313 ext 2**



### **Pet Insurance - PETPARTNERS**

WEB ACCESS: [support@benechoice.com](mailto:support@benechoice.com)

The County has partnered with PetPartners to bring you easy access to obtain insurance for your pet.

Employees can cover their dog or cat age 0-10 years old under this plan.

The cost for **each** eligible dog is \$23.76 bi-weekly (26 pays) and the cost per **each** eligible cat is \$12.04 bi-weekly (26 pays). Please note: This will be an after-tax payroll deducted benefit.

**Employee may enroll as a new hire, during Open Enrollment or within 31 days of acquiring a new pet. Employees may disenroll at any time during the year. To Enroll Scan the QR code, on Dauphin County Connect (SharePoint), PetPartners Insurance. Please note you must also enroll in Oracle.**

**Member Services: 717.490.6313 ext 2**

### **LONG TERM DISABILITY: SUN LIFE**

Most people think a disabling illness or injury will never happen to them, but it occurs more often than you may think. How would you pay the bills and support your family if you were unable to work for an extended period? Long term disability coverage is now being offered through Sun Life Insurance Company at affordable group rates through payroll deduction. There are two different options offered to employees. Please reference the Voluntary Long-Term Disability brochure on Dauphin County Connect (SharePoint) for more detailed information. Please note: This will be an after-tax payroll deducted benefit. **Employees may enroll as a new hire or enroll/disenroll during Open Enrollment. Please note you must also enroll in Oracle.**

**CURRENT EMPLOYEES ENROLLING/MAKING CHANGES DURING OPEN ENROLLMENT MUST COMPLETE AN EVIDENCE OF INSURABILITY (EOI) ONLINE WITH SUN LIFE. EMPLOYEES CAN FIND THE WEBSITE ON SHAREPOINT – BY CLICKING HR, BENEFITS, VOLUNTARY BENEFITS OPTIONS, TERM LIFE-SUN LIFE, CLICK ON EOI LINK, GROUP POLICY NUMBER 935623**



**Member Services: 1-800-247-6875**



**LONG TERM CARE:**  
**Web access: see below**

This is a voluntary benefit that an employee may elect through direct bill. Coverage is based upon your age and health when you apply, so the younger and healthier you are, the lower your premiums will be. **Employees may enroll or disenroll at any time during the year.**

As a Dauphin County employee, you and/or your extended family members can choose to purchase long-term care insurance from one of two companies: New York Life or Life Secure Insurance Company.

To enroll into Long Term Care products please contact the following representatives:

New York Life	Nicole Best	717- 592-0084	<a href="mailto:Nbest01@ft.newyorklife.com">Nbest01@ft.newyorklife.com</a>
New York Life	Shaniece Foggie	570-677-2078	<a href="mailto:Sfoggie@ft.newyorklife.com">Sfoggie@ft.newyorklife.com</a>
Life Secure	Debbie Dare	717-514-1242	<a href="mailto:caringplans@comcast.net">caringplans@comcast.net</a>

**WorkingAdvantage (formerly TICKETS AT WORK PROGRAM)**

**DAUPHIN COUNTY SAVINGS MARKETPLACE:**

**WEB ACCESS: <https://dauphincounty.savings.workingadvantage.com>.**

More perks. More Savings. More of what makes you happy.

Start saving on Electronics, Appliances, Apparel, Cars, Flowers, Fitness Memberships, Gift Cards, Groceries, Hotels, Movie Tickets, Rental Cars, Special Events, Theme Parks and More! **Employee may enroll or disenroll at any time during the year.**

**Employee's enrolling in this benefit must enroll by going to:**

**<https://dauphincounty.savings.workingadvantage.com>.**

**Please visit the WorkingAdvantage page, under Voluntary Benefit Options, on Dauphin County Connect (SharePoint) for more information.**



#### **MAKING CHANGES:**

Once you have enrolled, certain benefit changes can **only** be made during the next open enrollment period unless you have a qualified life event (**QLE**). Examples of qualified life events are: marriage, divorce, birth or adoption, death, loss or gain of your spouse's employment, change in you or your spouse's employment status that affects your benefit coverage, loss of dependent status, i.e., going from full-time to part-time.

**REMEMBER: You only have 31 days, from the date of a qualifying life event, to make the change in Oracle. Proof of QLE must be uploaded to Oracle.**



#### **UNPAID LEAVE STATUS:**

Employees of Dauphin County may have both County benefits and voluntary benefits. Payment for these benefits is accomplished through payroll deduction. If your leave results in an unpaid leave status, payments for these premiums remain the employee's responsibility. Certain premiums will accumulate in an uncollected bank in our payroll system. Once you return to paid status, your benefits will resume through payroll deductions, and any premiums accumulated in the uncollected bank will be automatically deducted from your next paycheck. Employees must contact Human Resources directly to discuss any outstanding balances.

**Please note: If employment ends prior to returning to paid status, you are responsible for any unpaid premiums. Should payment not be received for missed premiums, your voluntary benefits will retro terminate to the first missed payment.**

#### **LOSS OF COVERAGE**

Employees and dependents who lose coverages due to termination, an unpaid leave of absence, loss of dependent status, etc. will be offered the option to continue their insurances through Cobra.

You will receive a packet in the US mail from both the Alera Group and the SEIU/PSSU Health & Welfare Fund with information to continue insurance coverages through COBRA.