Benefits Eligibility Notice

Participation in Rice University’s provided benefits plans is offered to all benefits eligible faculty and staff members and their dependents as determined by university policy and the requirements of the various plan documents or insurance policies. Some benefits cost or a portion of the premiums may apply. **A Benefits Election Form should be completed within 31 days of employment, change to an eligible status, or a qualifying event.** All benefit eligible employees are required to complete this form even if they do not wish to obtain insurance or have coverage elsewhere. It is the individual’s responsibility to complete the Benefits Election Form with the Human Resources Department.

**If a Benefits Election Form is not completed within 31 days of employment, the new hire or newly benefits eligible faculty or staff member will be automatically enrolled in the HMO medical plan.** The automatic enrollment is for employee only HMO coverage. Coverage is effective the first of the following month upon expiration of 31 days from the date of hire or benefits eligibility. It is the individual’s responsibility to request enrollment in a different plan, to include dependents, or to decline coverage.

New employees may select coverage at the time of their initial hire, as can employees who have moved into a benefits-eligible position. Coverage is effective on the first day of the month provided the Benefits Election Form is completed on/or before the first day of the month.

__________________________________________________

Printed Name

date

Signature