

New Employee Benefits Forms Checklist

Required Benefits forms due within 30 days of hire date:

- HRB001 Health Insurance Enrollment form – Complete this form to enroll or waive health insurance coverage. Dependent documentation will be required. Domestic partners will also require the Domestic Partner Affidavit form or a copy of the state issued declaration of partner registration.
- HRB002 Health Insurance Coordination of Benefits form – Complete this form if there is other health insurance for dependents enrolled in our health insurance.
- HRB003 Flexible Spending Account Enrollment or Waiver form – Complete this form to enroll or waive current year flexible spending account enrollment. These accounts are calendar year accounts also offered every year during Open Enrollment.
- HRB085 Standard Insurance Basic Life/ADD and LTD Enrollment/Beneficiary form – Complete this form for City provided life insurance beneficiary.
 - This form is also used for the voluntary additional life insurance and voluntary ADD noted below.
- HRB005 Electronic Disclosure of Plan Information form – Legal requirement. Please sign form regarding notification of electronic plan documents and paper copies available by request.
- HRB069 Health Hub Service Agreement form – Please sign form acknowledging terms of use for the employee clinic.

Possible Required Benefits forms due within 30 days of hire date:

- HRB006 Health Insurance Opt-Out Waiver Incentive form – Complete this form if you wish to waive the City of Salem health insurance plans. If you can provide proof of qualifying other insurance coverage you may qualify for \$225 per month (pro-rated for part-time) contribution into either an HRAVEBA or Health Savings Account (HSA). Other insurance must be a HDHP medical plan to qualify for the HSA.
- HRB004 Health Savings Account (HSA) Enrollment form – Complete this form if you have elected the City of Salem HDHP medical plan or qualify for the health insurance opt-out waiver incentive into an HSA. The employee contribution into the HSA is voluntary. Does not apply to IAFF or SPEU (Police & Fire), HDHP contribution must be to HRAVEBA per IRS rules.

Voluntary Benefits:

- HRB085 Standard Insurance Voluntary Additional Life Insurance Enrollment – Complete this section of the form if you wish to enroll in the voluntary additional life insurance for up to the guaranteed issue coverage amounts of \$100,000 employee, \$20,000 spouse, and \$10,000 child(ren). This form is required within 31 days of hire date to qualify for the above limits without medical underwriting approval. If enrollment is not made during the above guaranteed issue deadline, you may apply for coverage at any time, but must apply directly through Standard Insurance medical underwriting. You must enroll in coverage to be eligible for spouse or child coverage. Please see Voluntary Life Insurance Coverage Highlights for additional information and monthly rates.
- HRB085 Standard Insurance Voluntary Accidental Death and Dismemberment (ADD) Enrollment – Complete this section of the form if you wish to enroll in the voluntary ADD insurance in \$25,000 increments up to \$300,000. Enrollment can be for employee only or employee + family. Enrollment can be elected at any time in the future. Please see Group ADD Insurance Summary for additional information and monthly rates.
- HRB074 Unum Long Term Care Enrollment Flyer – Online enrollment web link for voluntary long term care insurance. Guaranteed issue coverage options are available if enrollment is within 30 days of hire date. If enrollment is not made during the guaranteed issue deadline, you may apply for coverage at any time, but must apply through Unum medical underwriting. Please see Voluntary Long Term Care Plan Highlights for additional information, and Long-Term Care Plan Option Rates for monthly rates.

All benefits forms must be completed and submitted through NEOGOV within 30 days of your date of hire.

If you have any questions regarding benefits plans or forms, please contact:

Benefits Team email: Benefits@cityofsalem.net

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