

## BENEFITS FORMS

### I. Health Insurance Plans Offered:

Individual; two party; and family coverage available. County pays 85 percent of cost for individual coverage, and 75 percent of cost for two-party or family coverage.

- **Point of Service:** The **Blue Choice POS** plan combines the best features of a health maintenance organization (HMO) and a traditional indemnity plan. The Blue Choice network covers Northern Virginia, suburban Maryland and Washington DC.
- **Blue Preferred PPO** is a nationwide preferred provider plan with both in-network and out-of-network benefits. Employees may self refer to doctors.
- **CIGNA Open Access Plus** is a nationwide preferred provider plan with both in-network and out-of-network benefits. Employees may self refer to doctors.
- **Kaiser Permanente** is a Health Maintenance Organization that provides complete medical services at centers throughout Northern Virginia, suburban Maryland and Washington DC.

### II. Forms required for enrolling dependents age 19 or older:

- BlueChoice POS/BluePreferred PPO Student Certification
- BlueChoice POS/BluePreferred PPO Disabled Child Certification
- CIGNA Student Certification
- CIGNA Disabled Child Certification
- Kaiser Student Certification
- Kaiser Disabled Child Certification (Form is not editable. Please print and complete.)

### III. Dental Insurance

### IV. Deferred Compensation Enrollment

### V. Long Term Disability Enrollment

### VI. Group Term Life Insurance

- Enrollment Form
- Beneficiary Election Form (Form is not editable. Please print and complete.)
- Evidence of Insurability Form (Form is not editable. Please print and complete.)

### VI. Flexible Spending Account Enrollment

### VII. Employee Personal Property Tax Voluntary Payroll Deduction Plan

## Retirement Plans

Fairfax County administers three defined benefit retirement systems:

- The Fairfax County Employees' Retirement System
- The Fairfax County Police Officers Retirement System
- The Fairfax County Uniformed Retirement System

Each of these plans includes disability provisions and survivors benefits. The amount of employee contribution is determined by the provisions of the plan. For detailed information on the retirement plans, visit their web page at <http://www.fairfaxcounty.gov/retirement/>.

Forms that are available in Adobe Acrobat Reader format can be completed on your computer, exceptions are noted.

For your security a **RESET** Button has been provided at the bottom of each form. Remember to reset all forms once you have completed printing.

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MARCH 2009



# New Hire - Onboarding

# Filling Forms

# with

# Style

## New Hire - Onboarding

Welcome to Fairfax County Government! We are happy you have decided to make Fairfax County your employer of choice, and we welcome you to our workforce. To speed up the onboarding process and prepare you for your first day, we provided you access to many of the forms that you will need to complete directly from our internet site. Many of these forms are “fillable”, so you can type in your information and print them online to save time and ensure the information is readable. The “New Hire - Onboarding” page provides all the forms required for new hires, as well as, benefit enrollment forms for those who are eligible for County Benefits. Unless otherwise instructed by the hiring agency, submit your forms on the first day of your employment.

**Note:** The forms are intended for use only by New Hires or Existing Fairfax County Employees.

Adobe Acrobat Reader version 6.0 or later is required to view the PDF files, if you do not have the required version of Adobe Acrobat Reader, click on the icon to download it for free.



## Lets Get Started Completing Your Paperwork:

Go to <http://www.fairfaxcounty.gov>



- Click on the "Jobs" link
- Click the "New Hire - Onboarding" link

### Online Services

- Contact Fairfax County
- Complaints and Co
- Emergency Alert S
- Home Assessment
- Jobs
- Library Catalog &

### Working for Fairfax County

- [New Hire - Onboarding](#)
- Class Specifications
- Compensation Plan
- Employee Benefits Summary
- Employee Vision Statement
- Equity Programs
- Human Resources Department

This will take you to the “New Hire - Onboarding” page. From here you have access to the forms listed in the sections of this brochure that follow.

## Required Forms for all New Hires

### PAYROLL FORMS

- Child Support Disclosure
- Direct Deposit Enrollment Information
- Direct Deposit Authorization Agreement
- Employment Eligibility Verification (Form I-9)

You are required to provide original documents that prove evidence of identity and employment eligibility when you report for your first day of employment.

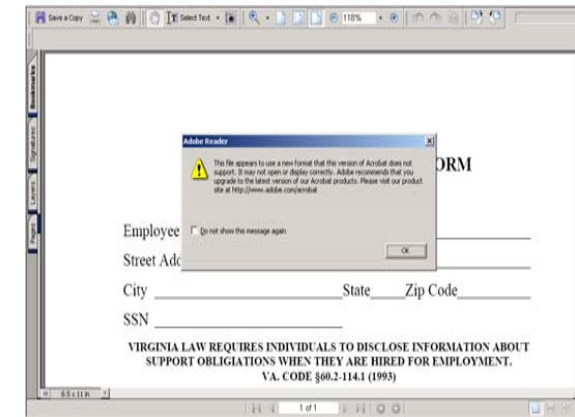
New hires are required to present an original social security card. The County will retain a copy for tax purposes.

- Employee Withholding - Federal (Form W-4)
- Pick the appropriate State Tax Form:*

- Employee Tax Withholding - District of Columbia (Form D-4)
- Employee Tax Withholding - Maryland (Form MW 507)
- Employee Tax Withholding - Virginia (Form VA-4)
- Employee Tax Withholding - West Virginia (Form WV/IT-104)

- Notice of Privacy
- Employee Handbook

Version 6.0 or later of Adobe Acrobat Reader is required; you will see this error message below to update your Adobe Acrobat Reader:



Click 'Ok' to update Adobe Acrobat Reader

## Benefits Eligible

If you are eligible for county benefits, in the next few weeks you must make important and binding elections regarding the benefits coverage you desire.

The County's benefits programs are an important part of your total compensation, and provide additional financial protection for you and your family. **However, enrollment in these programs is NOT automatic.** Enrollment deadlines are listed under the “Benefit Eligible” section of the New Hire – Onboarding page. You must take action by certain dates to enroll in the benefits programs of your choice.