Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.
http://www.salkeiz.k12.or.us/content/qam/qam-documents

1.0 SCOPE:

1.1 This procedure describes the process for a new employee to enroll in benefits.

2.0 DEFINITIONS:

2.1 OEBB: Oregon Educators Benefit Board.

2.2 LTD: Long Term Disability.

2.3 FSA: Flexible Spending Account.

2.4 LTC: Long Term Care Insurance.

2.5 HSA: Health Savings Account

2.6 STD: Short Term Disability

2.7 HR: Human Resources.

2.8 Benefits: The division of Human Resources that manages enrollments for employees.

2.9 HRIS: The computer program used by Salem-Keizer Public Schools for employee data, payroll, and financial processes.

2.10   Assigned Staff: Person in the benefits office assigned to process enrollment information.

3.0 PROCEDURE:

3.1 Benefits receives notification of a new hire through the HRIS system workflow or from reports provided by the staffing divisions of HR.

3.2 Employee receives a benefit packet.

   3.2.1   If a new licensed employee, packet is sent via US mail by licensed staffing personnel.

   3.2.2   If a new classified employee, packet is provided at a group orientation by benefits staff.

   3.2.3   If a new administrator or confidential employee, packet is provided at an individual orientation with benefits staff.

3.3 Employee completes forms to enroll in medical, vision, dental, LTC, STD, LTD, FSA, Life Insurance, HSA and sick leave bank. The Employee has 31 days from date of hire to complete these enrollments or they must wait until the next annual open enrollment period to enroll.

3.4 Assigned Staff reviews all enrollment forms, enters data into OEBB enrollment system.

3.5 Assigned Staff sends copies of the sick leave bank to HR,

3.6 Assigned Staff enters and imports HSA information in US Bank database (Demographic and Enrollment reports) and gives copy to Payroll for final import of Contribution amount.

3.7 Assigned Staff enters Two-on-Contract information (if applicable) into spreadsheet and forwards copy to Payroll for processing.

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3.8 Health plan enrollment records are maintained on-line through OEBB.

4.0 RESPONSIBILITY:

4.1 Assigned Staff and Coordinator of Employee Programs and Benefits.

5.0 APPLICABILITY:

5.1 All new employees of Salem-Keizer Public Schools who are benefits eligible.

6.0 MEASUREMENT:

6.1 OEBB annual survey of health plan participants.

7.0 ASSOCIATED DOCUMENTS:

7.1 OEBB Health Insurance Enrollment form.

7.2 Two-on-Contract Enrollment form

7.3 Optional Benefits Enrollment Form.

7.4 Sick Leave Bank enrollment form.

8.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Insurance Application, FSA, LTD, life insurance, and LTC forms	On-line and in the Benefits office	Minimum 3 years following separation or eligibility expired	N/A	Files are locked and office is locked when closed

9.0 REVISION HISTORY:

Date	Revision Ref.	Description
3/27/10		Department approved
5/8/09	A	Complete revision, users should read in entirety.
9/1/10	B	Title changed, Sec. 2.8 Definition changed from Admin Assistant to Assigned Staff, Sec.3.4 to 3.6 Responsibility for the process changed to assigned staff.
1/17/12	C	Record retention chgd. to 3 years
11/29/12	D	Included definition for HSA and STD. Added HSA process info 3.6 and Two-on-contract process 3.7

10.0 FLOWCHART: None

11.0 APPROVAL AUTHORITY:

11.1   Coordinator, Compensation & Benefits

Approval on file
Signature   Date

(8/25/08, QAM-F025)