

The Maryland-National Park and Planning Commission Acknowledgement - Employee Benefits Orientation

I acknowledge that I attended the Employee Benefits Orientation. The orientation included an overview of the employee benefits plans/programs noted below.

| M-NCPPC EMPLOYEE BENEFIT PLANS/PROGRAMS* | | |
|---|--|--|
| Mandatory/Automatic | Voluntary | Other |
| <p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> • Long-Term Disability • Employee Retirement System Program <p style="text-align: center;">Automatic</p> <p>Basic Life Insurance and AD&D with Opt-Out Provision <i>***If you opt-out, you may not enroll in the Supplemental or Dependent Life plans***)</i></p> | <ul style="list-style-type: none"> • Medical • Prescription Drug • Dental • Vision • Flexible Spending Accounts (Healthcare and Dependent Care) • Supplemental Life Insurance • Dependent Life Insurance • Pre-Paid Legal • Credit Union • Retirement- MissionSquare - 457/IRA/Roth • Sick Leave Bank | <ul style="list-style-type: none"> • Workplace Wellness Program • Passport to Wellness • Employee Assistance Plan |

**Term Contract employees are eligible for the following plans/programs: Kaiser Permanente HMO, UHC EPO, Caremark Prescription Drug Plan (only if enrolled in a UHC plan), MissionSquare (457, Roth or Traditional IRA) and the Flexible Spending Accounts.*

I further acknowledge that:

- I received a copy of the Employee Benefit Guide and Frequently Asked Questions (FAQs) for New Hires Enrolling in Benefits.
- I can obtain an application for benefit enrollment and detailed information on the employee benefit plans/programs (Summary of Benefits and Coverage, Plan Descriptions, Certificates, Employee Handbook, etc.), on the M-NCPPC website, www.mncppc.org/275. This information can also be accessed through InSite (Intranet) by clicking on Our People → M-NCPPC Health & Benefits Office.
- I have 45 days from my date of hire to enroll in the health plans (medical, prescription drug, dental and vision), flexible spending accounts and pre-paid legal plans. If I do not enroll in these plans within the 45-day window, I cannot enroll in these plans until the next open enrollment or within 45 days after experiencing a qualifying life event (marriage, newborn, etc.).

I can apply for enrollment in the group life insurance plans at any time. I will need to submit Evidence of Insurability if I do not enroll in the life insurance plans within the 45-day window. (Note: EOI not required for children).

- My benefits will be effective the 1st of the month following receipt of my benefits enrollment form and supporting documentation by the Health & Benefits Office; if received within the 45-day window.
- If I have any questions about the benefit plans/programs, I must contact the Health & Benefits Office (301-454-1694, benefits@mncppc.org).

Employee Name **PRINTED**: _____

Employee ID No: _____

Signature: _____

Date: _____