

NEW HIRE ENROLLMENT

You are eligible to enroll into the Denver Public Schools healthcare plans if you are a benefits eligible full-time or part-time employee. Elections made during your initial enrollment period must be done within 30 calendar days from date of hire and will go into effect the first of the month following your hire date. Coverage will remain in effect until June 30, 2016 unless you experience a status change as described below.

You must actively enroll in or waive health benefits through Employee Space otherwise you will be considered to have waived benefits and will not have another opportunity to enroll until the next Open Enrollment period unless you experience a Life Change Event as described by the IRS such as marriage, divorce, legal separation, birth, adoption, placement for adoption, spouse gains or loses employment or dependent ceased to satisfy eligibility requirements. If you experience any of these changes you may make changes to your benefit enrollment by completing Benefits Change Form within 30 days of the qualifying event.

The Enrollment Process

1. Use the [Step-by-Step Instructions for New Hire Online Enrollment](#) to assist you in completing the process. Be sure to go completely through the process (do not exit as your enrollment will not be complete), check each of your elections prior to continuing and print a copy of your confirmation statement for your records at the end of the process. If you find your confirmation differs from what you intended, please contact Employee Services at 720-423-3900 for assistance.
2. If covering dependents, please enter spouse and dependent(s) information (including Social Security Numbers) under "Dependents" (see Step-by-Step Instructions for New Hire Online Enrollment) prior to going through the online enrollment process.
3. Use the [Benefits Guide](#) and the [Plan Selector Tool](#) to assist you in selecting your benefits. When ready, log into Employee Space. Since you can only go through the enrollment process once, it's recommended that you have your plan selections made prior to logging into Employee Space.
4. To ensure that your elections were processed properly, check your first payroll stub through Employee Space and report any discrepancies to Employee Services immediately upon discovery.

You will be offered enrollment in the following DPS insurance (if eligible):

On-line enrollment through Employee Space:

- Health Insurance: medical, dental and vision
- Health Savings Account (must enroll in a Consumer Driven Health Plan to be eligible to enroll in HSA)
- Healthcare and Dependent Flexible Spending Accounts
- Sick Leave Bank

Additional benefits available by paper enrollment:

- Optional Life Insurance. You are automatically enrolled in the DPS paid MetLife group basic and accidental death & dismemberment life Insurance plans. The paper enrollment form offers you an opportunity to purchase additional life insurance for yourself, your spouse and dependent children (if applicable). You must purchase coverage for yourself in order to apply for spousal and dependent coverage. If electing coverage for yourself over \$100,000 and/or your spouse over \$20,000, you will also be required to complete an Evidence of Insurability (EOI) Form. Please find the form online and return the completed document to Employee Services.

Please note: This only applies to the **DPS life plan offer**, see Benefits Guide for instructions on enrolling in the PERA optional life coverage.

Important Information:

Effective Dates

Benefit	Effective Date
Medical, Dental and Vision (Online Only)	First of the month after your hire date for all benefit eligible employees. You must actively enroll or waive through Employee Space otherwise you will be considered to have waived benefits.
Life Insurance/AD&D (Automatic Enrollment) Optional Life Insurance (Paper Only)	First of the month following 90 days of employment. First of the month following 90 days of employment. You must apply within the first 30 days.
Sick Leave Bank (SLB)	Membership requires employees to donate the required number of personal accrued sick leave hours the first of the month following 60 days of employment. SLB effective date coincides with deduction process.

- **Designating beneficiaries:** Please see the Benefits Guide for instructions on designating your MetLife insurance beneficiaries.
- **Voluntary Insurance:** If you wish to enroll into any of the voluntary benefits or additional retirement 403(b) and/or 457(b) plan offerings, contact the appropriate carrier representative to initiate the enrollment process. If you wish to enroll into the 401(k) plan, complete the Plan Contribution Authorization form and fax to Employee Services at 720-423-2505. These elections may be changed, dropped or added at any time during the year and need not wait for the open enrollment period.

OPEN ENROLLMENT

Open Enrollment is generally held during the month of May, watch for communications in April. If you enroll in the health care and/or dependent care flexible spending account you must re-enroll during the open enrollment period to continue your participation in these accounts. If you have a need to make a mid-year change to your benefits, please complete the Benefits Change Form on the DPS website and return to Employee Services.

Sick Leave Bank (SLB) open enrollment for new membership is held from September 1st through Sept. 30 and requires day(s) deducted from your sick time in November with an effective date of December 1 for new membership. The purpose of the Sick Leave Bank is to provide the means of obtaining additional sick leave days to eligible employees who are on an approved extended personal illness leave, have exhausted all of their accumulated leave and would otherwise be on an unpaid leave status. For more information, please see the guidelines and procedures on the [Sick Leave Bank](#) Website.