

Part 1
Probation Election

Location Name: _____ Location Number: _____

Please select (✓) only one option.

_____ Option 1	Date of hire
_____ Option 2	First day of the month following date of hire
_____ Option 3	First day of the month following a 1 month probation period
_____ Option 4	First day of the month following a 2 month probation period
_____ Option 5	First day of the month following a 3 month probation period

Part 2
Non-Contributory/Contributory (Optional Benefits)

Please indicate (✓) which applies to your location.

➤Non-Contributory: The employer pays the full, 100% cost of the optional benefits and the employee is automatically enrolled following any probationary period, if applicable. *(This would also apply to the employee's dependent(s) if the employer pays the full, 100% cost of the dependent(s) optional benefits.)*

Employee Dependent
_____ _____

Federal law does not allow an employee to waive optional benefits, if the employer pays the full cost.

➤Contributory: The employer requires the employee to pay part of the cost of optional benefits. The employee has the option of enrolling within 31 days of eligibility. Under this arrangement, the employee has the right to waive their optional benefits. Please note, if the employee does not enroll within 31 days of eligibility or waives coverage, future coverage will be subject to a 6 month deferral period unless a future event qualifies as a special enrollment situation.

Employee Dependent
_____ % _____ %

or

\$ _____ \$ _____ *Please indicate the percent **or** dollar amount the employer contributes towards the cost of the coverage.*

(All eligible employees become covered for Life Insurance and Long-Term Disability either on the first day of work or at the end of the probationary period. This coverage is paid by the employer and cannot be waived by the employee.)

Signature of the benefits administrator _____

- Option 1:** Date of hire. *(Please note, you will be billed for a full month's contribution regardless of hire.)*
- Option 2:** First day of the month following date of hire.
 >Example: **Date of Hire: 9/6/xx** *Effective date of Benefits: 10/1/xx*
- Option 3:** First day of the month following a 1 month probation period from date of hire.
 >Example: **Date of Hire: 9/6/xx** *Effective date of Benefits: 11/1/xx*
- Option 4:** First day of the month following a 2 month probation period from date of hire.
 >Example: **Date of Hire 9/6/xx** *Effective date of Benefits: 12/1/xx*
- Option 5:** First day of the month following a 3 month probation period from date of hire.
 >Example: **Date of Hire: 9/6/xx** *Effective date of Benefits: 1/1/xx*

If under options 2, 3, 4, and 5 the date of hire falls on the first day of the month, the effective date of benefits would be as follows:

- Option 2:** *Example: Date of Hire: 9/1/xx* *(Effective date of Benefits: 9/1/xx)*
- Option 3:** *Example: Date of Hire: 9/1/xx* *(Effective date of Benefits: 10/1/xx)*
- Option 4:** *Example: Date of Hire: 9/1/xx* *(Effective date of Benefits: 11/1/xx)*
- Option 5:** *Example: Date of Hire: 9/1/xx* *(Effective date of Benefits: 12/1/xx)*