

Enrollment Guidelines for Benefited Employees

Group Insurance Annual Enrollment (health insurance)	Enrollment Period: Early April to Early May Effective Date: July 1
Optional Life Insurance	If you did not enroll when first hired you may apply at any time. Subject to medical evidence of insurability.
Long Term Disability Insurance	If you did not enroll when first hired you may apply at any time. Subject to medical evidence of insurability.
Dependent Care Assistance Program/Health Care Spending Account	Enrollment Period: Early October to Mid-November Effective Date: January 1
Tax Sheltered Annuity/Deferred Compensation Enrollment 403b/457 Plans	May enroll at anytime May stop, start and change deduction at any time
Optional Retirement Program (for faculty and professional staff)	90 days from date of hire
529 College Saving Plan	May enroll at any time
Met Pay Program (auto, homeowners, renters and boaters insurance)	May enroll at any time
Met Legal Plan	Enrollment Period: Early April to Early May Effective Date: July 1
Credit Unions	May enroll at any time
Dental Non-Unit Open Enroll	Enrollment Period: December Effective Date: January 1
Pre-Tax Parking	May enroll at any time 30 day notice required to stop
Transit Program	May enroll at any time
Tuition Waiver	To be eligible for a tuition waiver you must be on payroll the day classes start
Tuition Remission	To be eligible you must have completed a 6-month waiting period as a full-time waiting employee (pro-rated for employees working at less than full-time).
Beacon Fitness Center	May enroll at any time