

## Welcome to CML!

We are excited that you are here. We recognize the importance of providing comprehensive benefits that satisfies the diverse needs of our workforce. See the Benefits Guide for more detail information.

Employees must enroll in benefits within 31 days of their hire date. Please visit ADP/MyHR and click on Myself→Benefits→Enrollments. You can also email your elections to [mylifeadvisor@adp.com](mailto:mylifeadvisor@adp.com) or call 1-855-547-8508 to enroll.

## ACTION NEEDED FOR NEW HIRES OR NEWLY ELIGIBLE EMPLOYEES

For **new hires or newly eligible employees**, there are many important decisions to make regarding your benefits – some of which must be decided within 31 days of your date of hire or when you become eligible for benefits. The chart below identifies benefits eligibility based on the number of hours worked each week.

<p><b>All library employees should note:</b></p> <p>All library employees are automatically enrolled in the Ohio Public Employees Retirement System (OPERS) retirement plan.</p> <p>In your first <b>180</b> days of employment, you may work directly with OPERS to select your OPERS Retirement Plan. If no selection is made, it defaults to the Traditional Pension Plan.</p> <p><b>During the year</b>, you may also elect to contribute or change contribution levels to:</p> <ul style="list-style-type: none"> <li>• The Ohio Public Employees Deferred Compensation (457) plan.</li> <li>• The Newport 403(b) plan.</li> </ul> <p><b>During the next open enrollment</b>, you will:</p> <ul style="list-style-type: none"> <li>• Confirm current coverage and enrolled dependents or make changes for the following year.</li> </ul> <p><b>If you regularly work 20-39 hours per week, you are eligible for those benefits above in addition to those in this category.</b></p> <p>All part-time employees are automatically enrolled in Short-Term Disability. (New Hires have a 6-months waiting period.)</p> <p>Within <b>31 days</b> of your hire date:</p> <ul style="list-style-type: none"> <li>• Complete enrollment for Voluntary Life and Supplemental Life health plans, if electing coverage.</li> <li>• Designate your life insurance beneficiaries in MyHR.</li> <li>• Complete enrollment for Health, Dental and Vision coverage, even if you decline.*</li> <li>• Elect to participate in the health care and/or dependent care FSA.*</li> </ul> <p>*Part-time employees are eligible for medical, dental and vision benefits on the 1<sup>st</sup> of the month after 30 days of employment.</p> <p><b>If you regularly work 40 hours per week, you are eligible for all benefits listed above, plus the following:</b></p> <p>All full-time library employees are automatically enrolled in Life and Accidental Death &amp; Dismemberment. After a 6-month waiting period, employees are also enrolled in Short-Term Disability and Long-Term Disability coverages.</p> <p>Within <b>31 days</b> of your benefits eligibility date, you should:</p> <ul style="list-style-type: none"> <li>• Complete enrollment for Dependent Life, Voluntary Life and Supplemental Life health plans, even if you decline coverage.</li> <li>• Designate your life insurance beneficiaries in MyHR.</li> <li>• Complete enrollment for Medical, Dental and Vision coverage, even if you decline.</li> <li>• Elect to participate in the health care and/or dependent care FSA.</li> </ul> <p>*Full-time employees are eligible for medical, dental and vision coverage at date of hire.</p>
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***If you make no elections, you will default to no coverage.***

Following Enrollment:

- If you've enrolled a spouse or domestic partner into one of our medical plans (HDHP or PPO) and opted out of the additional \$200 per month charge, please email the **Spouse/Domestic Partner**

# Celebrating **150** Years

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2023

**Removal Form** to [payrollbenefits@columbuslibrary.org](mailto:payrollbenefits@columbuslibrary.org). The form can be found on MyCML under Benefits or in ADP (Resources→Tools→References).

- Sign up for myuhc.com, myuhcvision, and deltadentaloh.com to find a provider, print ID cards, and track your claims and spending. Our group ID number for UHC is 0704394.
- Schedule a qualifying annual preventative care visit with your provider to receive a medical discount on your bi-weekly premiums. If you've already had a qualifying preventative care visit within the year, you can opt to have your provider complete the **Physician Attestation Form** (located in MyCML→Benefits).