



Building a great community, *one student at a time!*

New Hire Overview of Voluntary Benefits 2024 Plan Year

Dougherty County School System offers a comprehensive and valuable benefits program to all eligible employees. Our benefits package is designed to provide security and assistance during a time of need. On the next page (or back) is an overview of the benefits available. Please review the various options and select the best coverage for you and your family.

Step 1: Review Benefit Options

- Go to DoughertyBenefits.com and click on the Benefits Guide to review a detailed overview of all benefits offered
- Printed guides are also available in the Benefits Department

Step 2: Enroll in Benefits or Waive Coverage

- You will receive a New Hire email with login instructions once you are able to access the enrollment portal
- Company Identifier: DCSS2020
- For assistance call 866-433-7661, opt. 5 or email mybenefits@campusbenefits.com

Step 3: Enroll in State Health Benefit Plan

- Starting on your hire date, enrollment can be completed on SHBP's website at <https://myshbpga.adp.com>
- Registration Code: SHBP-GA
- For assistance call 800-610-1863

Important Notes:

- **Benefits enrollment must occur within 30 days of your start date. A delay in enrollment could result in a double deductions or may missed opportunity to enroll.**
- Your benefits are effective on the first of the month following a full month of employment.
- The next opportunity to enroll will be during the fall open enrollment period to be effective January 1st.
- **Reminder:** There are two separate enrollments you must complete:
 - Campus Benefits enrollment
 - State Health Benefit Plan enrollment
- Only qualified life event (QLE) changes are allowed during the plan year. QLEs must be submitted within 31 days of the date of the event.

Contact Information

- **Campus Benefits Service Hub**
 - Phone: 866-433-7661, opt. 5
 - Email: mybenefits@campusbenefits.com
- **State Health Benefit Plan**
 - Phone: 800-610-1863
 - Email: SHBPservicecenter@adp.com



Campus Benefits Portal: DoughertyBenefits.com

- 24/7 access to view your individual benefit elections
- Your link to policy documents, benefits information, and claim forms
- Includes a link to all of your State Health Benefit Plan (SHBP) information
- This is an easy way to contact the Campus Benefits' Service Hub

Below is a high level overview of the voluntary benefits offered.

Please refer to your Employee Benefits Guide for more detailed information or visit DoughertyBenefits.com.



Disability Insurance (Mutual of Omaha)

- Short-Term Disability available with no health questions (pre-existing condition limitation will apply to new enrollees only)
- Core Long-Term Disability is an employer paid benefit provided at no cost to you, however it must be elected. Buy-up plan available

Basic Life (Mutual of Omaha)

- This is an employer paid benefit, however new hires must add their beneficiaries
- Dependent coverage available at no cost to you, however coverage must be elected

Voluntary Life and AD&D (Mutual of Omaha)

- Guaranteed Issue amounts available for new hires, spouses, and children
- Annual buy-up options available if enrolling in the minimum as a new hire

Permanent Life Insurance (Colonial Life)

- Individual life insurance that can be taken into retirement at the same cost
- Guaranteed Issue amounts available for new hires, spouses, and children

Dental (Ameritas)

- Three plan options available
- Utilize in network provider only for Middle/Mac Plan

Vision (MetLife)

- Two plan options available
- Co-pays for Exams and Lenses; Frames & Contact Lens allowance

Critical Illness with or without Cancer (Guardian)

- Guaranteed Issue for new hires, spouse, and children
- Issue age policy - Rates lock in

Cancer (Guardian)

- Payments made directly to you and do not offset with medical insurance
- Annual enrollments with no health questions

Accident (MetLife)

- Two plans available, covering both on and off the job coverage
- No waiting periods or late entrant penalties

Hospital Indemnity (MetLife)

- Annual enrollments with no health questions
- 30 day waiting periods from the effective date of coverage

Flexible Spending Accounts (Consolidated Admin Services)

- Medical and Dependent Care Account options are available
- Carryover option on the Medical FSA (up to \$640)

MedCareComplete (Telemedicine through 100MD)

- Over 10 components of coverage, including telemedicine, identity protection, and medical bill negotiator
- \$0 copay for telemedicine coverage

Legal (MetLife)

- Two plan options available with \$0 copay if you visit an in-network attorney

Long Term Care

- Not payroll deducted benefit. Contact Campus Benefits Service Hub for enrollment information