

Employee Benefits

- The Section 125 plan provides eligible employees an opportunity to purchase qualified benefits with pre-tax dollars. An eligible Employee may enroll in the Benefits Plan by submitting election forms and applications, which specify his or her benefit elections within the first 30 days of employment or within the first 30 days of a qualifying event.
- A qualifying event is a change in status or lifestyle such as birth, adoption, over-aged dependent, marriage, leave of absence, gain coverage through a qualified plan, move from service area, loss of group coverage, termination of employment and death.
- An employee will not be entitled to revoke an election or make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of, and consistent with, a change in status/qualifying event as determined by Section 125 of the Internal Revenue Code.
- There will be an annual Open Enrollment period which will allow employees to change their election without a qualifying event. This period will be announced via the HCSD website and District email.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- The objective of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is to protect an individual's Personal Health Information (PHI). The rule covers areas that define the appropriate use and disclosure of PHI. Although this rule guarantees individuals that their health information is protected, it permits specific information to be used to provide good health care.
- There are reasons for which PHI may be disclosed, such as benefit activities, worker's compensation, serious threat to health or safety, public health activities, research, victims of abuse, neglect or domestic violence. Confidential staff may request that you share health information as it pertains to medical leaves, worker's compensation leave, family medical leave or disability.
- When an employee wants to discuss confidential information, he or she must contact the individual or professional that can assist them directly.
- Protect yourself – DO NOT discuss personal health information with anyone other than your administrator or confidential staff, if absolutely necessary.