



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

MODIFIED BENEFIT OPTION ELECTION Non-Represented (NRP)

Election Type (select one):

New Enrollment Cancellation (If cancelling skip 1-2 below)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	Phone Number
Department	Job Title		Effective Pay Period Begin Date

By initialing below, I understand that I am agreeing to the following conditions:

1. By electing the MBO, I shall receive a differential in the amount of \$1.75 per hour above the base rate of pay and shall receive benefits as provided in the MBO section of the Compensation Plan. Refer to the MBO section of the Compensation Plan for details regarding benefit and pay provisions.
2. I understand that I have the option to enroll/dis-enroll in the MBO annually during Open Enrollment or if I experience a mid-year qualifying event.

_____ Initial Here

_____ Initial Here

ELECTION AGREEMENT

By signing below I certify and affirm that I have read, understand, and agree to comply with the Modified Benefit Option (MBO) section of the Memorandum of Understanding.

Employee Signature (Print & Sign)	Date
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FOR PAYROLL SPECIALIST USE ONLY

The following information must be reviewed and verified prior to enrollment in or cancellation of the MBO:

Employee Status (Select One): New Employee Open Enrollment Change in Status -Newly eligible or ineligible

Validate Classification (Indicate if Classification is MBO eligible): Yes No

Indicate if employee is regularly scheduled to work holidays. Yes No

In addition to the required enrollment forms listed on the applicable payroll checklists, the following forms must be included in the MBO enrollment packet if the employee is electing to enroll in a County-sponsored medical plan and/or dental plan:

- Medical Plan Enrollment/Change Form
- Medical Expense Reimbursement (FSA) Plan Enrollment Form
*During annual Open Enrollment period, employee can enroll and designate FSA amount in EMACS.
- Dental Plan Enrollment/Change Form
- Vision Plan Enrollment/Change Form

Payroll Specialist (Print & Sign)	Telephone	Date
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FOR HR USE ONLY

Keyed By (Employee ID)	Date	Pay Period Effective	Effective Date
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