



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:

- 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.
- 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 |

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

| | | |
|---|------------------|-------------|
| 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): <input type="checkbox"/> New Employee <input type="checkbox"/> Open Enrollment <input type="checkbox"/> Newly eligible or Ineligible | | |
| Validate Classification (Indicate if Classification is MBO eligible): <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Indicate if employee is regularly scheduled to work holidays. <input type="checkbox"/> Yes <input type="checkbox"/> 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: | | |
| <input type="checkbox"/> Medical Plan Enrollment/Change Form <input type="checkbox"/> Medical Expense Reimbursement (FSA) Plan Enrollment Form <i>*During annual Open Enrollment period, employee can enroll and designate FSA amount in EMACS.</i> <input type="checkbox"/> Dental Plan Enrollment/Change Form <input type="checkbox"/> Vision Plan Enrollment/Change Form | | |
| Payroll Specialist (Print & Sign) | Telephone | Date |

| | | | |
|------------------------|------|----------------------|----------------|
| FOR HR USE ONLY | | | |
| Keyed By (Employee ID) | Date | Pay Period Effective | Effective Date |