

## **Procedure 501-1 – Benefits Administration**

Johnson County Government has adopted a Flexible Benefits Program with the following components:

- Medical Coverage
- Vision Coverage
- Dental Coverage
- Wellness Plan
- Sick Disability Pay
- Flexible Spending Accounts
- Health Savings Account
- County-Provided Group Term Life Insurance and Accidental Death and Dismemberment Insurance
- Voluntary Group Term Life Insurance
- Employee Assistance Plan

The Benefits Division of the Department of Financial Management & Administration (FMA-Benefits) is responsible for administering the Flexible Benefit Program and for providing information to department/agency/office leaders, administrative staff, and employees. FMA-Benefits will maintain all official plan documents for the benefits provided by the County, along with plan summaries, and information documents. Benefits information contained in the Human Resources Policies and Procedures are covered in further detail in separate plan descriptions and contracts. Summary plan descriptions are available to employees on the Johnson County Government internal web page and in FMA-Benefits.

Department/agency/office leaders are responsible for ensuring that employees hired or transferred into benefits-eligible positions attend the first available New Employee Orientation Session where they will be provided additional information regarding employee benefits.

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