



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401

Judy K. Rupp
State Court Administrator
410-260-1540

Important Information About Health Benefits for Contractual Employees

Please acknowledge by your signature that you have been informed of the following:

1. As a State employee, you have 60 days from your date of hire to enroll in benefits online via the Statewide Personnel System (SPS Workday). Your coverage will begin on the first of the month following or coinciding with your date of hire regardless of when you enroll.
2. You have reviewed the Maryland Guide to your Health Benefits booklet available on <https://dbm.maryland.gov/benefits>.
3. You know how to contact your Agency Benefits Coordinator with any questions regarding your health benefits enrollment.
4. You will receive an email regarding your SPS benefits enrollment within the next 10 days. You will not be able to enroll until you receive this email that contains your login (W#) and a temporary password.
5. To enroll eligible dependents, you must provide proper documentation (ie. certified marriage certificates, birth certificates, etc.) This documentation must be provided within the 60-day enrollment period.
6. Contractual employees are responsible for paying their benefit premiums directly to the Department of Budget and Management. Premiums cannot be paid through payroll deduction. Failure to pay in a timely manner could result in cancellation of benefits.
7. You have 60 days from any qualifying life event to make changes to your health benefits. Qualifying events include marriage, divorce, death, birth/adoption of a child, and gaining or losing other coverage.
8. If you do not enroll within your first 60 days, you must wait until the next Open Enrollment period or have a qualifying life event. Open enrollment changes are effective January 1st of the next plan year.

Signature of Employee: _____

Print Employee Name: _____ **Date:** _____