

Flexible Benefits



Agency

Department of Administrative Services
(DOAS) – Human Resources
Administration (HRA)

New Hire Enrollment

Website: www.GaBreeze.ga.gov

Phone: 877-342-7339

Deadline: Enroll within 30 days of your
hire date

My Login: New users must create a
Username and password at
www.GaBreeze.ga.gov. Returning user
may need to reset his/her password.

Benefits Guide

Link:

[You Decide booklet](#)

Summary Plan Descriptions

[http://doas.ga.gov/human-resources-
administration/employee-benefits-
information/flexible-benefits/flexible-
benefits-resources](http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources)

Coverage Effective Date

Your coverage will begin on the first day of
following month after you have completed
a full calendar month of continuous
employment and have enrolled in the
Flexible Benefits Program with 30 days of
your date of hire in a benefits eligible
position.

Dependent Coverage Effective Date

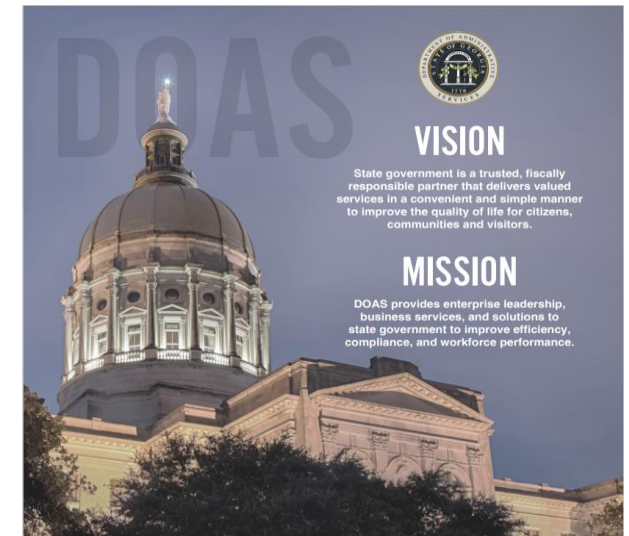
You may enroll eligible dependents at the
time that you enroll as a new hire. For
more information, please see the *You
Decide* booklet or contact your Human
Resources representatives. **Note:** You
must enroll certain newly eligible
dependents, i.e., over age 26 disabled
dependent children, during your new hire
enrollment.

Payroll Deduction Frequency

Payroll deduction frequency may vary by
the Employing entities. Generally, Flexible
Benefits Program premiums are deducted
from your last paycheck in the month. If
you enroll in a Flexible Spending Account
(FSA), your contributions may be deducted
twice a month. Please contact your
Human Resources representatives to
confirm your payroll deduction frequency.

Mission

Department of Administrative Services
(DOAS) provides enterprise leadership,
business services, and solutions to state
government to improve efficiency,
compliance, and workforce performance.



Contact Us

Website: www.doas.ga.gov

www.GaBreeze.ga.gov

Email: hra@doas.ga.gov

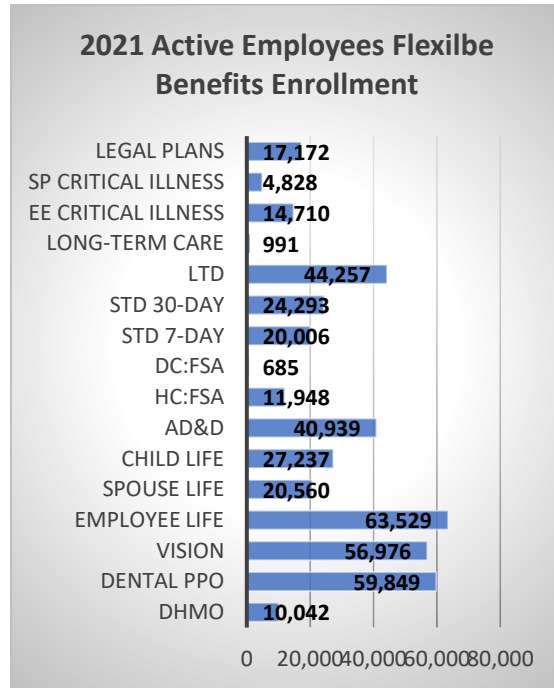
Phone: 877-342-7339

Call Center Hours: 8:00 a.m. to 5:00 p.m.

ET, Monday - Friday

Flexible Benefits

Fun Facts – Data



Plan Options and Programs

Flexible Benefits Plan Options

Dental Insurance - Employee, Spouse, and Child(ren) – Three plan options: **Cigna Dental HMO** - in-network only coverage with no deductible, coinsurance, or maximum benefit limits. **Delta Dental PPO options, Select Plan and Select Plus Plan.** There are in-network and out-of-network benefits and a six-month waiting period on major services on both PPO plan

options. The Select Plus option includes orthodontia coverage.

Anthem Blue Cross and Blue Shield - Vision Insurance - Employee, Spouse, and Child(ren) – Select Plan and Select Plus plan options provide coverage for eye exams and eyeglass lenses every year, copayments apply. There are in-network and out-of-network benefits.

MetLife Life Insurance - Employee, Spouse, and Child(ren) and Accidental Death & Dismemberment -Employee – You may elect up to ten times your pay to a maximum benefit of \$2,000,000. Evidence of Insurability is required if you apply for an amount of insurance more than (1) times your pay, or \$200,000. New Hires are guaranteed up to \$30,000 in spouse coverage without Evidence of Insurability.

WageWorks Dependent Care Flexible Spending Account (FSA) – Employee – Dependent Care FSA allows you to use pre-taxed dollars to pay for the care of your eligible child(ren) or other eligible dependents, as defined by the IRS.

WageWorks Health Care Flexible Spending Account (FSA) Employee – Health Care FSA allows you to use pre-taxed dollars to pay for eligible health-

related products and services received by you and your family.

The Standard Short-Term Disability and Long-Term Disability - Employee – If claim is approved, Short-Term Disability benefits become payable after you have been continuously disabled for 7 days (Option A) or 30 days (Option B). Benefits are not payable during the 7 or 30-day waiting period. If employees qualify for benefits, Long-Term Disability benefits become payable after you have been continuously disabled for 180 calendar days.

UNUM Long-Term Care -Employee, Spouse, Parents, and Parents-In-Law – Provides a wide range of personal care, health, and social services for people of all ages who suffer a chronic disease or long-lasting disability. These services can be provided in a nursing facility, an adult day care center, or at home, and can involve some nursing care.

AFLAC Critical Illness and Critical Illness Plus (Accident) - Employee and Spouse – Lump Sum Benefits payable upon initial diagnosis of a covered critical illness. Each Dependent Child is covered at 50% of the primary insured amount at no additional charge. Guaranteed Issue – no questions asked up to \$30,000 benefit.

Flexible Benefits

MetLife Legal Plans - Employee and Family – Select, Select Plus, and Select Premium options provide access to attorneys, as if on retainer, through a network of pre-qualified attorneys.

Plan Documents

Link:

[Team Georgia Benefits Overview](#)

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

Programs

Supporting employees in their efforts to prioritize work and personal needs is high priority. We invest in your employee experience with various programs to provide work-life balance.

Employee Assistance Program (Employee and household members) – State entities that participate in the Employee Assistance Program have access to provider referrals, counselors, and training resources.

Flexible Work Schedules – Many state entities allow employees to work from home, work alternative work schedules or work a combination of both.

Georgia State Charitable Contributions Program – During the annual charity campaign, employees can make a one-time monetary charitable contribution or make a pledge to donate through payroll deductions withheld throughout the year to an independent charity or federation.

Employee Purchasing Program – Employees that meet the eligibility requirements can purchase items and pay for them through payroll deductions for up to 6-month or 12-month terms. Your employing entity must administer payroll in TeamWorks.

Employee Discounts – Various attractions, shopping, technology, and travel discounts are available.

Faithful Service Awards – Employees reaching certain milestones i.e., years of service, are recognized and awarded certificates and/or lapel pins.

Workers' Compensation/Return to Work – Employees approved for workers' compensation receive medical and disability benefits for their injuries resulting in partial or total incapacity or death. The Return to work program is a collaborative approach between all parties that helps medically able employees return to work.

Path2College 529 Plan – is a state-sponsored, tax-advantaged 529 college savings plan that help families and individuals plan for the cost of education.

Privacy and Security

Privacy and security information can be found in the *You Decide* booklet located on the following links

Link:

[You Decide booklet](#)

<http://doas.ga.gov/human-resources-administration/employee-benefits-information/flexible-benefits/flexible-benefits-resources>

Communication Methods

New hires will receive an enrollment worksheet to prepare you to enroll in your Flexible Benefits. This enrollment worksheet will be mailed to your home address. Please always keep your home address and email address updated. Throughout the plan year, we may send benefits communication to you.

