

October 1, 2016 - September 30, 2017

PCSO Member Benefits



Invest in
Your Health

DEAR MEMBER:

This Benefits Handbook describes our comprehensive benefits package, designed to help you and your family build a secure future.

We have created this guide to help make it easy for you to understand and choose your benefits for the 2016-2017 plan year.

If you have questions about information provided in this guide, contact HR Benefits at [727-582-2835](tel:727-582-2835) or you can email insurancebenefits@pcsonet.com.

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Eligibility Information

All full-time and part-time members are eligible to enroll in medical, dental, vision and life insurance benefits described in the guide.

Eligible Dependents

An eligible dependent for the medical, dental, vision and life insurance benefits is defined as a covered member's:

- Spouse (marriage license and Social Security card required)
- Child or step-child up to age 26 (birth certificate/adoptive documents and Social Security card required)
- Child of an eligible dependent child at birth up to age 18 months. (No Life Insurance available, birth certificate and Social Security card required)

If your dependent no longer qualifies as an eligible dependent, please contact Human Resources at **1-727-582-2835** to remove them from coverage.

PCSO-Paid Benefits

If you are benefits-eligible, you will automatically receive the following PCSO benefits at no cost to you:

- Basic Life Insurance
- Short-term Disability Insurance
- Long-term Disability Insurance
- Educational Assistance Program
- Employee Assistance Program
- Life Scan
- Wellness Program

Making Changes During the Year

Each year during the enrollment period, you have the opportunity to select the benefits that fit your lifestyle. Due to IRS regulations, after the enrollment period ends, you may not add, delete or change the coverage you have selected for yourself or your dependents unless you have a Qualified Family Status Event. Also pursuant to IRS regulations, **HR must be notified in writing within 30 days of any Qualified Family Status Event**, which includes, but not limited

to, marriage, divorce, birth or adoption, death, Medicare/Medicaid eligibility or a change in your or your spouse's work status that affects benefits eligibility. Documents will be required as proof of the Qualified Family Status Event.

Eligibility Timeline

The chart below provides a quick overview of when your benefits coverages begin and end for the various plans offered by the Pinellas County Sheriff's Office.

Your Benefit Options

Benefit	Coverage Begins	Coverage Ends
Basic Life and AD&D	First day of work	Last day of the month employment ends
Short-term Disability		
Long-term Disability		
Medical/Rx Plan	First of the month following 30 days of employment	Last day of the month employment ends
Dental Plan		
Vision Plan		
Employee Assistance Program		
Supplemental Life		
Spousal & Child Life	First of the month following 30 days of employment	Last day of employment
Flexible Spending Accounts		

COBRA: Continuing Coverage After Termination

Under certain circumstances, you and your dependents may continue to participate in some benefit plans through COBRA after you terminate employment. COBRA details are provided during the exit process.

The cost per month for COBRA is the PCSO monthly cost plus two percent. Complete COBRA details are included in the insurance contracts and booklets that govern each benefit.



Insurance Cards:

Your UnitedHealthcare ID card is the only card you will need for your medical, prescription drug and vision coverage. United Concordia provides an ID card for Direct Reimbursement and Preventive Only Dental plans.

You will receive a new insurance card if you switch between medical plans or dental plans, if you add/drop dependents or change your name.

Deductions:

Insurance premium deductions are taken one month in advance with half coming out of the first paycheck and half out of the second paycheck.

Virtual Visits

See a doctor without leaving home and at NO additional cost to you. A Virtual Visit allows you see and talk to a doctor from your mobile device or computer without an appointment. Within approximately 30 minutes of your inquiry, a doctor can see and speak to you about minor medical concerns, provide a diagnosis and, if appropriate, send a prescription to your local pharmacy.

In-Network Services

When discussing the use of additional services with your physician (i.e., labs, durable medical equipment, X-rays), you should be aware whether the providers of those ancillary services are in-network.

Medical Coverage

The Pinellas County Sheriff's Office provides you and your eligible family members two medical plan options. Both the Platinum and the Gold PPO plan options have the same network of doctors and are open access; a referral to see a specialist is not needed. UnitedHealthcare (UHC) will continue to process our medical claims. You'll find helpful tools at www.myuhc.com.

Choose Which Plan is Best for You

While you're comparing medical coverage, consider:

- Do I or do any dependents need the services provided only on the Platinum plan?
- Compare the costs of: monthly premium, cost per doctor visit, deductible and out-of-pocket maximum.

Opt Out

Members may elect to opt out of the PCSO medical coverage if the member has coverage under another medical plan, other than PCSO.

Full-time members who opt out of the medical coverage as a new hire or during the enrollment period may qualify to receive \$96.00 per month with proof of other non-PCSO coverage. Proof of other medical coverage is required annually.

Full-time members who qualify to opt out of the PCSO medical coverage mid plan year may qualify to receive the \$96.00 when the next plan year begins.

If you have questions, contact HR Benefits.

Out-of-Pocket Maximum

All copays, coinsurance and deductibles that you pay for your health and prescription benefits during the 2016-2017 plan year apply toward your out-of-pocket maximum.

Coverage	CPOS Platinum Plan		CPOS Gold Plan	
	Member Monthly Cost	PCSO Monthly Cost	Member Monthly Cost	PCSO Monthly Cost
Member Only	\$132	\$730	\$73	\$675
Member + Spouse	\$410	\$1,460	\$289	\$1,349
Member + Child(ren)	\$390	\$1,387	\$276	\$1,282
Member + Family	\$595	\$2,117	\$421	\$1,956
Plan Features	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	\$750 ind./\$1,500 family	\$1,500 ind./\$3,000 family	\$1,000 ind./\$2,000 family	\$2,000 ind./\$4,000 family
Out-of-Pocket Maximum	\$2,500 ind./\$5,000 family	\$5,000 ind./\$10,000 family	\$2,850 ind./\$5,600 family	\$5,700 ind./\$11,200 family
Lifetime Maximum	Unlimited		Unlimited	
Virtual Visits	No Charge	N/A	No Charge	N/A
Primary Care Physician Office Visit	\$15 per visit	40% after deductible	\$20 per visit	50% after deductible
Preventive Care Visit	No Charge	40% after deductible	No Charge	50% after deductible
Specialist Office Visit	\$35 per visit	40% after deductible	\$40 per visit	50% after deductible
Convenience Care Clinics	\$15 per visit	40% after deductible	\$20 per visit	50% after deductible
Urgent Care Center Services	\$15 per visit	\$15 per visit	\$20 per visit	\$20 per visit
Emergency Services	\$150 per visit	\$150 per visit	\$150 per visit	\$150 per visit
Facility Services	20% after deductible	40% after deductible	30% after deductible	50% after deductible
Ambulance (ground/air)	No charge		No charge	
Home Health Care	20% after deductible 40 visits per year	40% after deductible	30% after deductible 40 visits per year	50% after deductible
Outpatient Therapies	\$15 per visit	40% after deductible	\$20 per visit	50% after deductible
X-Ray and Lab Services	20% after deductible	40% after deductible	30% after deductible	50% after deductible
Acupuncture	20% after deductible	40% after deductible	Not covered	Not covered
Infertility Treatment	20% after deductible	40% after deductible	Not covered	Not covered
Weight Loss Surgery	20% after deductible	40% after deductible	Not covered	Not covered
Mental Health/Substance Abuse (inpatient hospitalization)	20% after deductible	40% after deductible	30% after deductible	50% after deductible
Mental Health/Substance Abuse (Outpatient office visits, Intensive Outpatient Program, Partial Hospitalization Program)	\$15	40% after deductible	\$20	50% after deductible

Prescription Drug Coverage

When you enroll in a Medical plan, you are automatically enrolled in prescription drug benefits at no additional cost. **OptumRx** provides pharmacy benefit management services for more than 14 million people nationwide. Log on to www.myuhc.com or Health4Me mobile application to access tools to help you get the most out of your pharmacy benefit. It's convenient and secure.

The chart to the right shows your copay by drug tier. Maintenance medications should be filled through the mail-order program for convenience and cost savings. If you choose to refill these medications at a retail pharmacy, you will pay more. After your second refill of a maintenance medication at a retail pharmacy, you will have to pay an increased copay of one-and-a-half times your regular retail copay for a 30-day supply.

Type of Service	Amount You Pay	
	At Retail	At 1.5 Times
Retail Network Pharmacy (up to a 30-day supply)		
■ Tier 1	\$10	\$15
■ Tier 2	\$25	\$37.50
■ Tier 3	\$40	\$60
Mail Order Pharmacy (up to a 90-day supply)		
■ Tier 1	\$20	n/a
■ Tier 2	\$50	n/a
■ Tier 3	\$80	n/a

Make informed decisions with your OptumRx prescription drug benefit.

UnitedHealthcare Prescription Drug List (PDL)

The PDL, available online, includes most brand and generic prescription medications approved by the FDA. Medications are placed in 3 different tiers based on UnitedHealthcare's evaluation. When selecting a medication, you and your doctor should consult the PDL. Ask your doctor if a lower-cost alternative medication may be right for you.

Pharmacy Accessibility

You have access to approximately 64,000 retail pharmacies, including large national chains like CVS and Walgreens, as well as many local and community pharmacies. Select the pharmacy that is best for you. Use your UHC ID card to verify prescription eligibility at the pharmacy.

Want to learn more about specific medications?

Log on to myuhc.com or Health4Me mobile application and click "Pharmacies and Prescriptions" or "Manage My Prescriptions" to access drug information.

Health4Me Mobile App

UnitedHealthcare's Health4Me app provides instant access to you and your family's critical health information-anytime/anywhere. Whether you want to find physicians, check the status of a claim or speak directly with a nurse, Health4Me is your go-to resource for everything related to your health.

The Health4Me app is available from the Apple iTunes App Store as a free download for the iPhone, iPod Touch and iPad. It is also available as a free download in the Android marketplace.

Register with myuhc.com to enable available mobile and online services.

- Search for physicians or facilities by location or specialty
- Locate urgent care facilities and ERs
- Store your favorite physicians and facilities with your notes to view in the future
- Skip the phone prompts and have a service representative contact you to answer any questions about claims or benefits
- View and share member health plan ID card information
- Contact a nurse 24/7 for any medical questions.
- Check status of deductible and out-of-pocket spending
- View claims





Need a dentist?

Visit www.ucci.com to find a dentist near you.

Dental Coverage

Our dental plan, provided through **United Concordia**, makes it easy and affordable for you to maintain a healthy smile through regular preventive care and to fix any problems as soon as they occur. You can choose any dentist for care, but you'll pay less out-of-pocket when you select a network provider.

Visit www.ucci.com and select the "Advantage Plus" network to find a network provider in your area.

Dental Decision Guidelines

As you review your dental plan coverage below, ask yourself these questions:

- How much did I spend at the dentist last year?
- Is my dentist in the plan's network?
- Will I need orthodontia coverage?

Coverage	Direct Reimbursement Plan	Preventive Only Plan
	Monthly Member Cost	Monthly Member Cost
Member Only	\$10	\$0
Member + Spouse	\$25	\$3
Member + Child(ren)	\$35	\$5
Member + Family	\$45	\$7
Annual Plan Maximum		
Services	Direct Reimbursement Plan	Preventive Only Plan
Exams	The first \$200 of covered services are reimbursed at 100%. The next \$3,600 of covered services are reimbursed at 50%. \$2000 per person, per plan year.	\$200 per person, per plan year
Cleanings		
Bitewing X-Rays (two per plan year)		
Full Mouth X-Rays (one per 36 months)		
Fluoride Treatments		
Restorative Treatments		
Orthodontia Treatment	Not included	

Out-of-network benefits are reimbursed at 90% of Reasonable and Customary for the Preventive Only Plan.



Vision Coverage

Better vision is just a blink away when you have insurance through **UnitedHealthcare Vision**. The plan covers periodic eye exams, eyeglasses and contact lenses for you and your eligible dependents. As you review your vision coverage election, consider these questions:

- How much did I spend on vision care last year?
- Do my dependent(s) or I need to wear glasses or contact lenses?
- Am I considering LASIK?

Your UHC Medical/Rx card is also your ID card for vision. ID cards are available for vision only coverage. You will receive the most from your benefits when you use a network provider. You can choose any vision provider for care, but you'll pay less out-of-pocket when you stay in-network. If you notify your vision provider that you are a UHC vision member, they can confirm your coverage.

To find an in-network provider, visit www.myuhcvision.com.



Coverage	Monthly Member Cost
Member Only	\$3.81
Member + Spouse	\$6.86
Member + Child(ren)	\$6.69
Member + Family	\$9.92

The table below provides an overview of copays that apply when you receive certain covered vision services and outlines the plan's frequency of service and maximum non-network benefit.

Service	Frequency of Service (based on last date of service)	In-Network	Out-of-Network Reimbursement
Vision Exam	Once every 12 months	\$10 vision exam	Up to \$25
Frames	Once every 12 months	Eyeglass frames will receive a retail allowance up to \$130	Up to \$50
Lenses (any one type)		Materials copay	
■ Single Vision		\$20 ¹	Up to \$20
■ Bifocal Vision		\$20 ¹	Up to \$30
■ Trifocal Vision	Once every 12 months	\$20 ¹	Up to \$40
■ Lenticular Vision		\$20 ¹	Up to \$40
■ Progressive		Starting at \$90	Up to \$30
Contact Lenses			
■ Elective Contact Lenses		\$20 standard selection contacts ³	Up to \$50
	Once every 12 months	\$150 custom contacts/non-selection ⁴	Up to \$200
■ Medically Necessary Contact Lenses		100% covered after applicable copays for exam and materials	\$200

¹ If you purchase eyeglass lenses and eyeglass frames at the same time from the same network provider, only one copay will apply to those eyeglass lenses and eyeglass frames together. If you purchase frames only, a \$20 material copay will apply.

² You may purchase from your network provider contact lenses that are outside of the covered contact lens selection. Non-selection contact lenses will receive an allowance of \$150. No copay will apply to non-selection contact lenses.

³ Standard selection contacts – such as clear, spherical and bi-weekly disposables – \$20 copay includes fitting fee, six boxes of contacts and up to two follow-up visits.

⁴ Custom contacts/non-selection – such as Toric, gas permeable and bifocal contacts – \$150 allowance toward fitting, materials and up to two follow-up visits (no copay applies).

How does the LASIK benefit work?

Item	In-Network Reimbursement	Out-of-Network Reimbursement
LASIK Vision Correction	\$563 per eye allowance after 15% discount	\$563 per eye allowance
■ Sample Cost	\$2,200 per eye or \$4,400 total	\$2,200 per eye or \$4,400 total
■ Your UHC 15% Discount	\$330 or \$660	There is no UHC discount
■ Remainder Due	\$1,870 or \$3,750	\$2,200 or \$4,400
■ UHC's Payment to Member	\$563 per eye	\$563 per eye
■ Total Member Responsibility	\$1,307 or \$2,625	\$1,637 or \$3,275

Note: You must pay the provider first and then submit your claim form (available on SONET agency forms) to UHC for reimbursement.

Life/AD&D Insurance

The Pinellas County Sheriff's Office provides Basic Life/Accidental Death and Dismemberment (AD&D) Insurance at no cost to you. If you want added protection, you can also purchase Supplemental Life Insurance for yourself, and/or your spouse and/or your child(ren). All of these coverages are term life policies with death benefits provided through **UnitedHealthcare (UHC)**. For more information, visit www.myuhc.com.

■ **Basic Life and AD&D Insurance for you:** Coverage equal to your base pay: rounded up to the nearest \$1,000 (up to \$250,000). Federal tax law requires the Pinellas County Sheriff's Office to report the cost of company-paid Life Insurance in excess of \$50,000 as imputed income. AD&D benefits are paid in addition to any Life Insurance if you die in an accident or become seriously injured or physically disabled.

■ **Supplemental Life Insurance for you:** During enrollment you may increase your supplemental life coverage in \$5,000 increments, up to an additional \$20,000, without Evidence of Insurability (EOI), as long as your total election does not exceed 3x your annual salary, or the maximum of \$250,000.

You may purchase up to 5x your annual salary to a maximum of \$250,000. This request requires approval by UHC through completion of Evidence of Insurability (EOI).

■ **Evidence of Insurability (EOI):** a questionnaire that insurance companies use to ask about the health of a participant. Depending on the responses, this may lead to the requirement of a physical exam. These forms are often used if you apply for voluntary benefits outside of your initial eligibility period or if you apply for an amount above the Guarantee Issue amount.

Supplemental Life Rates for Member – Per Month

Must be purchased in \$5,000 increments. Coverage reduces to: 65% at age 75, 45% at age 80, 30% at age 85 and 20% at age 90 or older.						
Example Amount	Under 30	30-39	40-49	50-59	60-69	70+
\$5,000	\$0.53	\$0.78	\$1.03	\$2.05	\$5.00	\$10.15
\$10,000	\$1.05	\$1.55	\$2.05	\$4.10	\$10.00	\$20.30
\$15,000	\$1.58	\$2.33	\$3.08	\$6.15	\$15.00	\$30.45
\$20,000	\$2.10	\$3.10	\$4.10	\$8.20	\$20.00	\$40.60

Note: For calculation purposes only, rates per \$1,000 are as follows: age <30 = \$0.105, 30-39 = \$0.155, 40-49 = \$0.205, 50-59 = \$0.41, 60-69 = \$1.00, 70 and over = \$2.03.

Voluntary Dependent Life and Child/Spouse Life Rate - Per Month

You have two options to provide additional insurance:

Option 1	Dependent Life – Set Coverage Amount and Monthly Cost		
	Dependent	Coverage Amount	Monthly Cost
	Spouse	\$10,000	\$3.40
Child(ren)	\$5,000		

Option 2	Spousal Life										
	Must be purchased in \$2,500 increments.										
	Coverage Amount	Monthly Cost	Under 35	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74
\$2,500	\$0.23	\$0.22	\$0.28	\$0.38	\$0.51	\$0.85	\$1.03	\$2.10	\$2.50	\$6.28	\$23.75
\$5,000	\$0.45	\$0.43	\$0.56	\$0.77	\$1.03	\$1.70	\$2.05	\$4.20	\$5.00	\$12.56	\$47.49
\$7,500	\$0.68	\$0.65	\$0.84	\$1.15	\$1.54	\$2.55	\$3.08	\$6.29	\$7.50	\$18.84	\$71.24
\$10,000	\$0.90	\$0.86	\$1.12	\$1.53	\$2.05	\$3.40	\$4.10	\$8.39	\$10.00	\$25.12	\$94.98

* Voluntary child life cost is the same, regardless of number of children covered.

Some rates may be rounded for ease of administration.

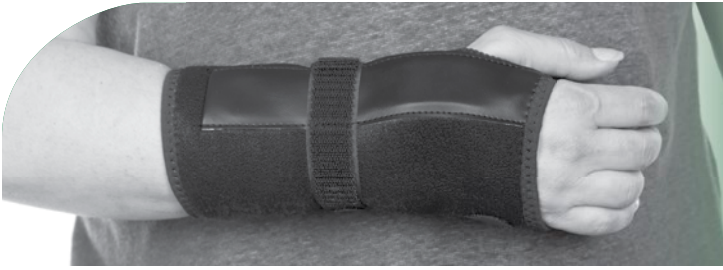
Child Life Eligibility

Qualified dependents are children to age 26.

Coverage Limits

You may purchase up to \$25,000 in spousal voluntary life insurance, or up to \$10,000 in child voluntary life insurance, each limited to 50% of the combined total of your basic and supplemental life, within 30 days of a qualifying event without completing EOI. Spousal life amounts that exceed \$25,000, up to \$125,000, or applications outside of the 30-day window will require EOI review and approval by UHC.

**Spousal and/or child life cannot be purchased on another PCSO member.
Duplicate coverage will not be honored.**



For More Information:

Contact PCSO HR Benefits at **727-582-2835**
or email InsuranceBenefits@pcsonet.com.

AD&D for Sworn Members

To satisfy the requirements of F.S.S. 112.19 as it relates to line-of-duty death benefits, PCSO provides a separate accidental death & dismemberment (AD&D) policy in which all full-time and part-time **sworn** members are automatically enrolled. If you do not designate a beneficiary, death benefits will be paid in accordance with statute, as follows: surviving child or children and spouse in equal portions, and if there is no surviving child or spouse, then to the certified member's parent or parents. If a beneficiary is not designated and there is no surviving child, spouse or parent, then it shall be paid to their estate. If you wish to designate a beneficiary for this AD&D benefit, a separate beneficiary form must be completed. This form can be accessed and printed from agency forms on **SONET**. Completed and signed forms should be forwarded to HR Benefits for inclusion in your insurance file.

NOTE: This beneficiary designation form is valid for this line-of-duty AD&D benefit only.



Short-term Disability Insurance

PCSO provides short-term disability (STD) insurance for all full-time and part-time members through UnitedHealthcare. STD is a company-paid benefit that replaces part of your weekly earnings when you cannot work due to a covered non-occupational illness or injury. The STD benefit is 60% of your weekly earnings for up to 26 weeks and a maximum amount of \$2,300 paid per week. There is a 31-day elimination period before STD can be paid after the claim is approved. Members must first exhaust their sick leave balance before becoming eligible for STD. Members can supplement with their accrued time to make the STD benefit 100%. For more information call **1-888-299-2070** or visit www.myuhc.com.

Long-term Disability Insurance

PCSO provides long-term disability (LTD) insurance for all full-time and part-time members through UnitedHealthcare. LTD is a company-paid benefit that replaces part of your monthly earnings when you cannot work due to a covered non-occupational illness or injury. The LTD benefit entitles eligible members to receive up to 60% of their pre-disability monthly earnings, up to \$6,000/month until you reach normal Social Security retirement age. After reviewing documents provided by you and your physician, UHC will determine if you are eligible for disability income. There is a 180-day elimination period before LTD can be paid after the claim is approved. In addition, this benefit includes a return to work (RTW) provision where you may be able to continue working in another occupation and earn up to 100% of your pre-disability earnings between your LTD benefit and your other occupation earnings. Your physician will determine how long you should be out of work based on your condition and whether or not you could work in another occupation. For more information call **1-888-299-2070** or visit www.myuhc.com.

Flexible Spending Accounts

Flexible Spending Accounts (FSAs) allow you to set aside pretax dollars out of your paycheck to pay for eligible health care and dependent care expenses.

You must re-enroll in any FSA during the annual benefits enrollment period.

- **Health Care FSA – Expenses for Members and Dependents** – You can contribute up to \$2,500/year to pay for eligible out-of-pocket health, dental, vision and prescription expenses. Documentation may be required to verify expenses.
- **Dependent Care FSA – Child Care, Day Care and Adult Care Expenses** – You can contribute up to \$5,000/year for the reimbursement of eligible out-of-pocket dependent care expenses. Dependent care reimbursement may be used to cover a member's out-of-pocket expenses for day care for children under age 13, including costs of nursery and pre-school, after-school programs and summer day camp and qualifying Adult Care expenses.

\$500 Carryover Option

PCSO allows participants in the Health Care FSA to carry over up to \$500 of unused funds at the end of the plan year (September 30, 2017) to use for eligible expenses for the following year. This carryover option does not apply to the Dependent Care FSA. Make sure to utilize the PayFlex calculating resources to help you estimate your annual FSA election amounts.

Saving Money With FSAs

FSAs may save you money. Assuming that you pay about \$1,500 each year on prescriptions, copayments, deductibles and other health care expenses, and you spend another \$4,000 on child care, you can reduce your taxable income and increase your spending money by \$1,210!

	If You Participate	If You Don't Participate
Annual salary before taxes	\$25,000	\$25,000
Less:		
■ Health Care FSA deposit	-\$1,500	\$0
■ Dependent Care FSA deposit	-\$4,000	\$0
Taxable income	\$19,500	\$25,000
Less:		
■ Income taxes & Social Security (22%)	-\$4,290	-\$5,500
Take-home pay	\$15,210	\$19,500
Less:		
■ Health care expenses	\$0*	-\$1,500
■ Child care expenses	\$0*	-\$4,000
Net pay you can spend	\$15,210	\$14,000
Tax savings	\$1,210	\$0

* You get reimbursed from your Health Care and Dependent Care Flexible Spending Accounts.

Employee Assistance Program

The Pinellas County Sheriff's Office is mindful that members must balance the demands of work, family and home. Employee Assistance Program (EAP) services are coordinated through **ComPsych** and are provided by PCSO to you and persons residing in your household at no cost to you.

Services provided are completely confidential. Members and eligible dependents may receive up to six sessions per issue, per plan year with unlimited issues per year.

Confidential Counseling

- Stress, anxiety and depression
- Family/marital problems
- Job pressures
- Grief and loss
- Substance abuse

Work-Life Solutions

- Child and elder care
- Moving and relocation
- Making major purchases
- College planning
- Pet care
- Home repair

Legal Support/Resources

- Divorce and family law
- Debt and bankruptcy
- Landlord/tenant issues
- Real estate transactions
- Civil/criminal actions
- Contracts

Financial Information/Resources

- Debt, credit card or loan problems
- Tax questions
- Retirement and estate planning

How to Access EAP Services

ComPsych is available 24 hours a day, 7 days a week by calling **1-888-327-4801** to speak to an EAP professional. They can assess problems, help sort through issues and provide a referral to a provider for counseling when needed. For continuity of care and to minimize your out of pocket expenses, consider choosing a provider in the UHC network.

ComPsych EAP website instructions:

- Go to www.guidanceresources.com
- Click the blue link (bottom right of page) that states "I am a first-time user"
- Enter Company/Organization Web ID: PCSO
- Create username and password
- Complete all required fields (marked with red asterisk)
- Click Submit
- Enter Demographics (optional)
- Read terms of use and click inside the check box to indicate your agreement to those terms
- Click Submit

Note: For future logins, go to the Login section and enter username and password and click Login. If you experience any problems logging in, email memberservices@compsych.com or call 1-877-595-5289.

Additional Benefits

Wellness Program

Eligibility:

- Full-time and part-time members who participate in PCSO group health insurance are eligible for all wellness programs.
- Full-time and part-time members who opt out of PCSO group health insurance are eligible for Life Scan, Weight Management Programs, and limited wellness programs.
- Adult dependents (18+) who are covered in PCSO group health insurance are eligible for Life Scan.

UnitedHealthcare Programs

UnitedHealthcare provides programs, at no cost, that support members who have chronic health conditions. By participating in these programs, you may receive free education information through the mail and a call from an RN for ongoing support. This nurse will be a resource to advise and help you manage your condition. If you would like additional information, or to enroll, please call UnitedHealthcare Customer Service at **1-800-377-5108**.

- Personal health support with disease management and treatment decision support for asthma, coronary artery disease, diabetes, heart failure and healthy pregnancy.
- Resource services for cancer, kidney transplant and congenital heart disease.

PCSO Fitness Centers

24/7 access with your PCSO proximity card at three locations:

- Sheriff's Administration Building – Largo
- Jail Facility South Division – Clearwater
- Dunedin Fire Station – Dunedin

PCSO has a fitness specialist available to get you started. Contact the Training Division for more information.

Life Scan

Offered annually to full-time and part-time members and their adult dependents 18+ covered under the PCSO Medical Insurance. Take the first step to a healthy future and make your Life Scan appointment today! Members register on **SONET**; dependents call **1-727-258-4817**.

Cancellations within 48-hour notice may result in loss of eligibility for one year.

Life Scan
11200 Seminole Blvd.
Largo, FL 33778

Educational Assistance G.O. 4-3

Available to full-time and part-time members after one year of employment and completion of probation. \$1,500 available for reimbursement of approved courses at approved institutions for tuition and books.

Pre-approval is required. Proof of payment, grade (C or better) and book receipts required from member. Form available on SONET.

Travel Assistance Frontier/MEDEX

As a participant in Basic Life Insurance provided to you by PCSO, you are automatically covered 24 hours a day, every day. Travel Assistance helps with emergencies when you travel more than 100 miles from home. Call **1-800-527-0218**.

- Pre-trip Assistance
- Trip/Medical/ Legal Assistance
- Emergency Transportation Services
- Personal Security Services

Additional Benefits

Benefits	Years of Employment	Full-Time Annual Accrued Hours	Part-Time Annual Accrued Hours	Maximum Accrued Hours	Maximum Accrued Payout
Vacation Leave	1-5	120	.0577 per scheduled hour	500	400
	6-7	128		500	400
	8-9	136		500	400
	10-14	144		572	472
	15-19	152		572	472
	20+	160		620	520
Sick Leave	From date of employment	96	.0462 per scheduled hour	Unlimited	50% of balance at retirement 33-1/3%, up to 480-hour balance at resignation
Personal Leave		24 hours annually	12 hours annually		
Holidays* (full-time only)		<ul style="list-style-type: none"> ■ New Year's Day ■ Dr. Martin Luther King Jr. Day ■ Good Friday ■ Memorial Day ■ Independence Day 		<ul style="list-style-type: none"> ■ Labor Day ■ Veterans Day ■ Thanksgiving Day ■ Day after Thanksgiving ■ Christmas Day 	

* If the holiday falls on a Saturday, the preceding Friday will be observed as the holiday; if the holiday falls on a Sunday, the following Monday will be observed as the holiday. If New Year's Day or Christmas Day falls on a Tuesday or Thursday, the preceding Monday or following Friday will also be recognized as a holiday.

Pension Benefit – Florida Retirement System

Retirement Class	Contribution Effective 7/1/16		Normal Retirement		Planning to Retire?
	Employer	Employee	Hired before 7/1/11	Hired 7/1/11 or after	
Special Risk	22.57%*	3.00%	55 years old with 6 years of service OR 25 years of service regardless of age	60 years old with 8 years of service OR 30 years of service regardless of age	After you have verified your retirement eligibility and benefits with the Florida Retirement System (at www.myfrs.com or by calling the FRS Guidance Line at 866-446-9377) and have made your decision to retire, enter DROP or terminate from DROP, please contact Human Resources at 727-582-2835 to discuss the steps you need to take and to make an appointment.
Regular	7.52%*	3.00%	62 years old with 6 years of service OR 30 years of service regardless of age	65 years old with 8 years of service OR 33 years of service regardless of age	

Compulsory for all members who are hired into a job that extends beyond six months, AND who have not previously retired under the Florida Retirement System.

* Figures can be confirmed at www.myfrs.com.

Important Contacts

Please contact the individual company/provider listed here to learn more about a specific benefit plan.

When You Have Questions About	Contact	Phone Number	Website/ Email Address
Medical	UnitedHealthcare	800-377-5108 – Group Number 712474	www.myuhc.com
Prescription Drugs	OptumRx/UnitedHealthcare	888-290-5416 – Group Number 712474	www.myuhc.com
Dental	United Concordia	800-332-0366 Group Number (Direct Reimbursement): 882850 Group Number (Preventive): 883320	www.ucci.com Advantage Plus Network
Vision	UnitedHealthcare Vision	800-638-3120 – Group Number: 712474	www.myuhcvision.com
Basic Life	UnitedHealthcare	888-299-2070 – Group Number: 304600	www.myuhc.com
Supplemental Life	UnitedHealthcare	888-299-2070 – Group Number: 304600	www.myuhc.com
Short-term Disability	UnitedHealthcare	888-299-2070 – Group Number: 304600	www.myuhc.com
Long-term Disability	UnitedHealthcare	888-299-2070 – Group Number: 304600	www.myuhc.com
Flexible Spending Accounts	PayFlex	800-284-4885	www.healthhub.com
Employee Assistance Program	ComPsych	888-327-4801	www.guidanceresources.com Access Code: PCSO
Deferred Compensation Providers	AXA - William Sorrentino	732-330-4132	william.sorrentino@axa.us.com
	Mass Mutual - J.L. "Larry" Peggs	727-391-1707	larry@jlpeggs.com
	Nationwide - Terry Terry	941-524-4818	terryt2@nationwide.com
	VALIC - Jonathan Vila	813-269-3357	jonathan.vila@valic.com
	VALIC - Al Sanchez, Jr.	813-269-3384	alfred.sanchez@valic.com
	Voya - Ron Wright	813-281-3752	ronald.wright@voyafa.com
	NationalLife Group – Georgiana "George" Winder & Terry O'Reilly	727-753-0263 727-474-0382	george.winder@becfs.com terry@barlaschambers.com

If you have questions about benefits listed within this guide or about other benefits such as Family & Medical Leave, Life Scan, Military Leave, Worker's Compensation, etc., we invite you to speak with an HR Benefits representative at **1-727-582-2835** or you can send an email to InsuranceBenefits@pcsonet.com. We also have several Voluntary Benefits vendors who are approved for payroll deduction. For more information on the products these vendors offer, visit the Benefits, Health and Wellness site on SONET in the Community Bulletin Board or you may contact Human Resources.

About This Guide – This guide describes the benefit plans and policies available to you as a member of the Pinellas County Sheriff's Office. The details of these plans and policies are contained in the official plan and policy documents, including some insurance contracts. This guide is meant only to cover the major points of each plan or policy. It does not contain all of the details that are included in your **Summary Plan Descriptions** found in your other benefit materials. If there is ever a question about one of these plans and policies, or if there is a conflict between the information in this guide and the formal language of the plan or policy documents, the formal wording in the plan or policy documents will govern. **Note:** The benefits highlighted and described in this guide may be changed at any time and do not represent a contractual obligation – either implied or expressed – on the part of the Pinellas County Sheriff's Office.