



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Employee Retirement System and Group Insurance

Adopted Date:

I. Employee Retirement System

- A. All new Regular Full-Time employees of El Paso County become members of the Texas County and District Retirement System, pursuant to the policies and procedures established by the Texas District and County Retirement System.
- B. Texas County and District Retirement System Information Handbooks are available in the Auditor's Office from the TCDRS representative.

II. El Paso County Group Health, Dental and Life Insurance

- A. A group insurance plan, paid for by El Paso County, is provided for the benefit of all Regular Full-Time, El Paso County employees. Employees desiring to have coverage for their dependents may do so by making application at the time of employment or during open enrollment. A monthly deduction for dependent coverage will be made from the employee's pay check.
- B. Booklets describing the insurance plans are made available by the Group Insurance Administrator, AETNA and any inquires concerning coverage should be addressed to the AETNA.
- C. Claim forms for both medical and dental are available in the Payroll Section of the County Auditor's Office and in the Human Resources Department.