



COUNTY OF SANTA CRUZ

HUMAN RESOURCES DEPARTMENT

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EMPLOYMENT SERVICES

EMPLOYEE RELATIONS &
SALARY ADMINISTRATION

EQUAL EMPLOYMENT
OPPORTUNITY

RISK MANAGEMENT

September 8, 2026

To: Employees Who Opt Out of County Medical Coverage

Employees who currently opt out of County medical coverage, including those who receive a cash payment in lieu of County medical insurance, must recertify every year during Open Enrollment.

To recertify, you must decline enrollment in a County group health plan, complete the Health Insurance Waiver, and provide proof of alternate medical coverage.

Enrollment may be completed in Workday between **8:00 a.m. on September 14, 2026**, through **5:00 p.m. on October 9, 2026**. Submissions received outside these dates will **not** be accepted.

1. Log into your Workday account;
2. Navigate to your Workday Inbox;
3. Open the Open Enrollment Event task;
4. Select the "Opt Out of County Medical" option; and
5. Upload the front and back of your current medical insurance card or other proof of alternate medical coverage.

To qualify for the cash payment for opting out of County medical coverage, employees must meet the following criteria:

1. Decline the offer of medical coverage in Workday by selecting "Opt Out of County Medical".
2. Waive medical coverage in Workday by selecting your alternate coverage option.
3. Provide proof of and attest to having minimum essential coverage, as defined by the Internal Revenue Service (IRS), through another group health plan (or other IRS-acceptable plan) for themselves and all individuals for whom they reasonably expect to claim a personal exemption deduction for the taxable plan year to which the opt-out payment applies.
4. Provide the County with proof and attestation of coverage each plan year at initial opt-out and during Open Enrollment annually thereafter—as long as the employee wishes to continue opting out.

During Open Enrollment, employees are encouraged to complete their benefit elections through Workday. Workday provides a convenient and secure way to review your current coverage and make changes for the upcoming plan year. However, if preferred, employees recertifying their Opt-Out of County Medical coverage may instead submit the enclosed **CalPERS HBD-12 form, Health Insurance Waiver, and proof of alternate medical coverage** (front and back of current medical insurance card or other acceptable proof).

Submission Deadline: 5:00 p.m., October 9, 2026.

Forms and supporting documentation may be submitted through **Workday** or by:

- **In person:** Human Resources Department – Benefits Unit, 701 Ocean St., Suite 510, Santa Cruz
- **USPS:** County of Santa Cruz Human Resources Department – Benefits Unit, 701 Ocean St., Suite 510, Santa Cruz, CA 95060
- **Email:** benefits.questions@santacruzcountyca.gov

The Open Enrollment period is **8:00 a.m., September 14, 2026, through 5:00 p.m., October 9, 2026.**

All Open Enrollment changes will be effective January 1, 2027.

If you do not complete the opt-out recertification for the 2027 Plan Year, you will not be eligible for the County stipend, in accordance with your MOU.

If you have questions or need additional assistance, please contact the Human Resources Employee Benefits Unit:

Benefits Hotline: 831-454-2241

Email: benefits.questions@santacruzcountyca.gov

Enclosures: CalPERS HBD-12 form, Health Insurance Waiver form