

**INSTRUCTIONS FOR FILLING OUT THE
SALARY-PAYING UNIT SUB-ADOPTION AGREEMENT
FOR HEALTHFLEX COVERAGE
FOR LAY EMPLOYEES AND DEACONS**

Please note: You must have 75% of eligible lay employees participating in HealthFlex to offer health coverage to lay employees (see chart on page 2 of the agreement for numbers required for 75% participation.)

Please follow these instructions so that you may properly fill out the Sub-Adoption Agreement.

- ❖ Page 1, in the first blank fill in "Central Texas". In the second blank fill in the name of your church/organization. The third blank should be the effective date of this agreement. (Example: January 1, 2009)
- ❖ Page 1, Section 2.a) under Optional Coverage for the Salary-Paying Unit's Deacons and Lay Employees, check the boxes that apply to your organization. All options are now available to our churches. For example, if you have a Deacon on staff who is appointed at least ½ time or more and will be participating in the plan, check the first box. If 75% of your eligible lay employees (working 30 or more hours per week or more) will be participating in the plan, check the second box. Indicate if you have a waiting period for lay people after hire date before they are allowed to enroll. If not, indicate 0 in the blank space.
- ❖ Page 2, Section 2.b)i) and ii), list the total number of Deacons on staff (Deacons receiving a salary who are appointed ¼ time or higher) and then list the number of Deacons eligible to participate in the plan (receiving a salary and appointed at least ½ time) **whether they are signing up for the plan or not.**
- ❖ Page 2, Section 2.b)iii) and iv), list the total number of lay employees on staff (**all** lay employees receiving a salary) and then list the total number of employees eligible to be in the plan (working 30 hours per week or more) **whether they are signing up for the plan or not.**

Read the balance of the information carefully and sign and date on page 3 under Salary-Paying Unit. The Conference is the Program Sponsor and we will complete that area.

**Return this completed agreement to:
Central Texas Conference, 464 Bailey Avenue, Fort Worth, TX 76107
Attention: Shawn-Marie Riley**