**Section 2190.310 Election Procedures**

a) An eligible employee may elect to participate in this Plan by contacting the Plan Administrator. The Plan Administrator will notify the Department and the participant's GIR of the enrollment and the amount of the deduction.

b) Enrollment decisions or changes must be made and communicated to the Plan Administrator on or before the 10th day of each month to be effective at the start of the following month.

c) Eligible employees may enroll in the Plan at any time. Eligible employees are not required to re-enroll each Plan year.