

GROUP HEALTH INSURANCE

Purpose:

To assist personnel and their families in providing protection in the event of a need for medical attention.

Scope:

This policy applies to all regular full-time employees.

Policy:

It is the policy of the District to make available group health insurance benefits to full-time personnel and their eligible dependents. The funding for this policy may vary depending upon District budget allocations.

Guidelines:

- A. Employees will be eligible 30 days from their date of hire to enroll in one of the health insurance plans available in the county where they live or work. Any employee not completing and signing an application by the required date (30 days from the date of hire) shall be automatically assigned by the District to the lowest priced single Option A plan.
- B. The effective date of the insurance for new hires will be the first day of the second complete month from their date of employment. Example: Employee hire date is March 15 (or any day in March) – insurance will become effective on May 1. Employees cannot be effective with health insurance before they are contributing to a state sponsored retirement system.
- C. The District will pay 100% of the premium for the employee's coverage and, if applicable, 100% of the premium for a family member. Various plan options are available to employees, and the corresponding premiums may vary accordingly. The employee is encouraged to accept the lowest cost insurance with the coverage that best fits their needs. The District may make a suggestion as to the preferred plan for employees. Coverage under the group health insurance plan will end on the last day of the month in which employment is terminated, or at the time one no longer meets the eligibility requirements.
- D. Detailed information regarding the available plan is provided in the plan description materials, provided to each employee and available upon request from the Administrative Assistant. Personnel are encouraged to obtain this information in order to become fully informed of their benefits provisions.