Policy 802


Section: Benefits
Subject: Health Insurance
Policy: System
Code: 802
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Eligibility - Employees who work half-time or more for 6 pay periods or more are eligible to enroll in health insurance. Seasonal employees are eligible if employed on a half-time basis for 6 months or longer.

Coverage – Employees may enroll in either the Empire Plan or an HMO plan. Eligible employees have the option of choosing between available health insurance plans. Individual and family coverage are available.

Prescription Coverage – Prescription coverage varies by insurance provider. Please check your plan documents for specifics concerning coverage.

Application for Coverage – New employees must apply for coverage within the first 56 days of eligible employment, in order for coverage to become effective on the 57th day. If the employee applies for coverage after the 56th day, the employee is considered a late enrollee and coverage cannot become effective until the 1st day of the 5th payroll period following the period within which the employee applies for coverage. Eligible employees may also enroll in the health insurance plan during open enrollment periods or at the time of a qualified change in status, as determined by the insurance carrier.

Coverage Options and Premium Payment - Coverage options should be reviewed with the local plan administrator. The cost for health insurance varies by option and coverage chosen. To acquire or cancel coverage, or to check premium rates, contact the association designated benefits coordinator.