

Adopted: June 15, 2015

Revised: June 19, 2018

June 20, 2023

452 RANDOLPH SCHOOL EMPLOYEE BENEFITS

I. NEW HIRES

If qualified, insurance benefits are effective the first of the month, following the employee start date.

Deductions will be taken, and credits will be given as negotiated by contract.

II. TERMINATIONS

Health insurance benefits will terminate on the last day of the month of the event of termination, retirement, unpaid absence or covered leave exhausting.

COBRA, if elected, will be effective the first of the month following date of termination.

III. LIFE EVENTS/ENROLLMENT CHANGES

All enrollment changes outside of open enrollment must be made **within 30 days from the date of the event**.

Eligibility and premium changes due to a marriage, divorce or over age dependent will be effective the first of the month following the qualifying event date.

Eligibility changes due to the birth of a baby are effective the date of birth.

Eligibility changes due to an adoption are effective the date the child was placed in the home for adoption.

IV. RETURNING FROM LEAVE OF ABSENCE/SUSPENSION

If health insurance premiums are being paid by the employee while on unpaid absence, paid benefits will resume the first of the month following your return to full-time employment.

If your health insurance was canceled due to non-payment of premiums while on an unpaid absence, paid benefits will resume the first of the month following your return to full-time employment. There is also a possibility of an adjustment of premiums on your paycheck when you return.

If you are enrolled in a Flexible Spending Account, you may be responsible for the admin

fee while on unpaid leave. There may also be an adjustment to your semi-monthly contribution to the FSA account in order to meet your Annual Pledge.

V. EMPLOYEE BENEFITS ELIGIBILITY GUIDELINES

MEDICAL, LONG TERM DISABILITY AND LIFE PLANS

Regular full-time employees as defined by their job description in a position that includes insurance benefits, are eligible to enroll in Medical, LTD and Life coverage along with their qualifying dependents. This coverage will take effect the first day of the month following their date of hire or event. Dental and Vision coverage are optional.

The school district provides a semi-monthly contribution towards medical insurance based on the employee's standard hours and contract.

A minimum of 30 hours worked per week is required to qualify for health insurance benefits and 20 hours for life and LTD per contract.