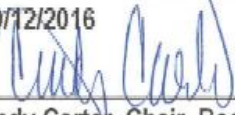


Grant County Personnel Policy

DATE ISSUED: 10/12/2016	EFFECTIVE DATE: 10/12/16
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-10-16 Date Signed
LAST REVISED: 06/30/2016	CONTACT: Human Resources

901 – Core Insurance Benefits

- 901.1 Full-time and qualifying part-time employees are eligible to receive core insurance benefits (to include medical, dental, vision, and life plans), as determined by the employer, on the first of the month following the employer-determined waiting period.
- 901.2 Part-time employees regularly scheduled to work at least twenty (20) hours per week are eligible for core insurance benefits on a pro-rated basis.
- 901.3 Only employees in positions designated as “Full-time Regular” and “Part-time Regular” are eligible to receive core insurance benefits. Employees in positions designated as any other employment category are not eligible to receive core insurance benefits.
- 901.4 Employees must receive pay for a minimum of eighty (80) or more hours per month to maintain their eligibility for core insurance benefits. Any payment toward the premiums that the employee is responsible for is paid the pay date prior to the coverage through authorized payroll deductions.
 - 901.4.1 Employees on Family and Medical Leave Act (FMLA) leave will be responsible for any optional or employee-paid premium payment(s) during the leave.
 - 901.4.2 Employees on unpaid leave in excess of Family and Medical Leave (which shall run concurrent with other leaves paid and/or unpaid) may retain core insurance benefits as provided by COBRA (see Section 903 below, Continuation of Health Insurance Benefits (COBRA)) or, in the alternative, may be responsible for paying for the entire premiums, employee-paid and employer-paid portions, in a manner as determined by the employer.
- 901.5 Employees may be required, as determined by the employer, to share in paying a portion of the premiums for insurance.
- 901.6 Dependents may be added to insurance benefits only when the eligible employee is originally enrolled, during an open enrollment period, or when a qualifying event has occurred as defined in the specific plan document. Open enrollment occurs during the fall of each year.

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- 901.7 Specific information about the core insurance benefits is located on the County's intranet page under the Human Resources tab and any questions regarding core insurance benefits and enrollment should be directed to the Human Resources department.
- 901.8 Grant County reserves the right to change premium contributions, insurance carriers and/or modify coverage, inclusive of elimination or modification of certain coverages.