

**Eligibility**

~~Beginning with the 2005 benefit plan year (January through December) an~~ **AN** employee is eligible to participate in the District's **SELF FUNDED** Health Care Trust Medical Plan if the employee is a regular full-time or half-time employee, as defined herein below.

**Definitions**

Full-Time Employee

A full-time employee is an employee who is regularly scheduled to work ~~30~~ **330** or more hours per week, and includes a certified employee who works more than 75 percent of a day.

Half-Time Employee

A half-time employee is an employee who is regularly scheduled to work 20 or more hours per week, but less than 30 hours per week.

Part-Time Employee

A part-time, intermittent, seasonal, or temporary employee is ~~not~~ **eligible to participate in the "plan." AND WILL RECEIVED A PRO-RATED DISTRICT CONTRIBUTION. SUBSTITUTE TEACHERS AND TUTORS ARE ELIGIBLE AND WILL NOT RECEIVE A DISTRICT CONTRIBUTION.**

**Employee and District Cost**

Employees and the District shall share the cost of providing benefits. The Board periodically approves the employee contribution amount based on the employee's employment status, coverage plan selected, whether dependent coverage is elected, and other factors. These varying contribution levels may change subject to Board approval.

~~Half Time Employees~~

~~Half time employees electing coverage shall be required to pay a proportionate amount of the employer's contribution in addition to the employee's required contribution for any coverage plan option elected under the medical plan. The employer's proportionate share of the contribution shall be based on the individual's actual number of hours per week assigned to the half-time position (excluding extra duty or overtime).~~

~~The District contribution is set as the product of the scheduled hours worked per week (excluding extra duty or overtime), divided by 40 hours, times the contribution amount authorized by the Board for full-time employees (30 or more scheduled hours per week). For example, for a half-time employee scheduled to work 20 hours per week, the District contributes towards that employee's participation in the medical plan, one-half of the amount contributed on behalf of a full-time employee or no less than the minimum effort as required by the state. [See CRD(LEGAL)]~~

~~The proportionate amount will not change during the medical plan year (January through December) unless the employee's position changes from a half-time to a full-time or from a full-time to a half-time. The proportionate contribution for employees changing positions will be adjusted the first of the month, following the change of position.~~

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~~Half time employees hired prior to October 1, 2004, are grandfathered, and are treated as full time employees for the purposes of the contribution amount, so long as there is no lapse in coverage. If an employee allows coverage to terminate while on leave or during a COBRA coverage period, upon returning to active duty, coverage will become effective the first day of the month following the return to active duty date.~~

~~The employer's proportionate share of contribution for half time employees will be reviewed on October 1 of each year for any required adjustment based on the employee's position. This adjustment will be the employee's new contribution for coverage effective on January 1 of the following medical plan year.~~

~~Definitions can be found in the District's *Health Care Trust Medical Plan* document.~~

**Doctor's Statement**

Employees must provide a doctor's statement to the Human Resources Department at the beginning of each paid leave, family medical leave, and unpaid leave of absence, and every 30 days thereafter during the period of leave when such an absence is for health reasons.

**Paid Leave and Family Medical Leave**

The District shall continue to contribute any portion of the employee's premium it usually pays for an employee's group health insurance while the employee is receiving District-paid leave benefits to which he or she is entitled under District policy (i.e., state personal leave, sick leave, assault leave, state short-term military leave, jury duty, compensatory time, paid developmental leave of absence, catastrophic sick leave bank) and while the employee is using unpaid family medical leave. [See DEC(LEGAL)]

The District shall not expend public funds for group medical insurance and group basic life insurance of an employee who is not receiving paid leave benefits from the District, except as required by the Family and Medical Leave Act. An employee who is receiving workers' compensation benefits is not considered to be on a paid leave of absence, except for any time period during which the employee elects to receive any previously accrued paid leave benefits in addition to or in lieu of workers' compensation benefits. [See CRE(LOCAL)] For COBRA eligibility process, see the following paragraph and the District's *Health Care Trust Medical Plan* document.

**Unpaid Leave of Absence**

When an employee is placed on unpaid leave of absence (other than family and medical leave) after paid leave is exhausted, the employee will be offered COBRA continuation coverage in accordance with guidelines established by federal law. Previous benefit elections will terminate the last day of the month for which a full

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month of premiums have been deducted. Any premiums deducted for coverage after the date of benefit termination will be refunded.

**Life and Additional Insurance and Benefit Programs**

District employees may participate in life insurance and accidental death and dismemberment insurance programs provided by the District. These include options upon retirement. The Board has also authorized additional insurance and benefit programs to be available to employees through payroll deduction. These programs are voluntary and paid 100 percent by the employee. The Human Resources Department shall maintain and provide to District employees information regarding the details of these programs.

**At Termination of Employment**

All levels of group term life insurance (basic, optional, and dependent) may be continued with the life insurance carrier upon termination of employment. The ability to continue coverage is through the carrier's portability and conversion privileges. Employees may port or convert the life insurance coverage in effect on the date of termination. Portability and conversion information is available from employee benefits or online by accessing the benefits information website. The portability and conversion privilege is subject to certain time deadlines and conditions as set forth with the contracted insurance carrier.

**At Retirement**

Only \$1,000 of group term life insurance may be retained upon retirement. This coverage is provided at no cost to the retiree; however, if funds are not approved during a budget process or if retiree life coverage is not deemed financially acceptable by the Board, coverage may be terminated and covered retirees will be notified.