

Procedure IV.4000.H.a, Insurance

Associated Policy

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Procedure

Employees of a higher education institution that participate in the state's insurance program may elect to enroll in the insurance coverage offered by the Employees Retirement System (ERS).

The health insurance plan, for which all full-time employees and certain part-time employees are eligible, includes medical coverage through the state and basic term life insurance.

Employees may enroll in optional coverage(s) during their initial period of eligibility, which is their first 31 days of employment. During this 31-day window, employees may enroll in dental coverage, optional term life insurance, dependent life insurance, voluntary accidental death and dismemberment (AD&D) coverage, short-term and long-term disability, long-term care, vision, and legal assistance. Some coverage will require evidence of insurability. Changes to coverage can be made during annual enrollment or with a qualifying life event.

New employees have a 60-day health coverage, prescription drug plan, and flexible spending account waiting period. During this waiting period, the employee may enroll themselves and eligible dependents in a health plan. Once a health plan is selected, health coverage begins on the first day of the month following the 60th day of employment. All other benefit coverage elected will be effective on the employee's date of hire.

Health insurance and optional coverages may have portions of the premium covered by the state and/or the College. The employee will be responsible for the remaining cost of the insurance premiums.

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Effective Date	February 1, 2022
Associated Policy	Policy IV.4000.H, Insurance
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources