

Harlem School District

PERSONNEL

5331

Insurance Benefits for Employees

Newly hired employees will be eligible for insurance benefits offered by the District for the particular bargaining unit to which the employee belongs. Other employees will be offered benefits consistent with the District's benefit plan, with the exceptions noted below:

1. Classified employees who are less than half time (that is, who are regularly scheduled to work less than 20 hours per week) will not be eligible for group health, dental and life insurance, and will not be considered to be a member of the defined employee insurance benefit groups.
2. Any permanent employee who works half time or more is eligible for group health and/or dental insurance irrespective of the unit to which the employee belongs. All medical and dental insurance premiums shall be pro-rated in the amount of the full contract in terms of full-time equivalency times the District's maximum contribution as prescribed by the applicable collective bargaining agreement or Board policy. Life insurance benefits shall accord with Board policy or the applicable CBA.

If an eligible employee wishes to discontinue or change health insurance coverage, it is incumbent upon the employee to initiate the action by contacting the personnel office and completing the appropriate forms. A medical examination at the expense of the employee may be required if the employee elects to join the District health insurance program after initially refusing coverage during the "open season" (September).

Anniversary dates of the health and dental insurance policies for the District shall be September 1st through August 31st.

Legal Reference: § 2-18-702, MCA Group insurance for public employees and officers
 § 2-18-703, MCA Contributions

Policy History:

Adopted on: March 15, 2000

Revised on: