



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	EMPLOYEE BENEFITS	IV-B
----------------	--------------------------	------

Group insurance benefits are available to employees who meet the eligibility criteria specified in each employee group's Collective Bargaining Agreement or Memorandum of Understanding. Premiums paid by the last day of the month provide insurance coverage for the following month. Eligible employees who elect to be insured through the district must select an insurance plan and dependent coverage during the open enrollment month of September. The insurance companies carefully control the circumstances under which coverage can be changed at any other time during the year (see miscellaneous information below).

District contributions for benefits are made only for pay periods during which an eligible employee receives compensation for at least one day of work. If an employee is in an unpaid leave status during the entire pay period, the district does not contribute toward benefits, and the employee is given the opportunity to self-pay insurance premiums in order to remain insured through the district's group insurance plan.

MISCELLANEOUS INFORMATION

CHANGE IN DEPENDENT COVERAGE

Insurance providers will allow the mid-year addition or deletion of dependents when there is a change in family status such as marriage, divorce, death or birth of a dependent.

DROPPING INSURANCE COVERAGE

Insurance coverages may be dropped at any time (see the Voluntary Deduction Payroll Cancellation Form in section X-A).

NEW EMPLOYEES HIRED INTO PERMANENT POSITIONS

Employees new to the district have thirty-one (31) calendar days in which to make application for insurance coverage. However, for coverage to be effective on the first of the month, an insurance enrollment form must be submitted to the Employee Benefits Office by the 10th of the previous month.

SUMMER BENEFITS FOR CERTIFICATED STAFF

Benefits will be paid during the summer months for all eligible certificated staff who complete their contract (includes non-continuing as well as continuing contracts). Summer benefit contributions are pro-rated for staff who were contracted less than 180 days.

SUMMER BENEFITS FOR 10-MONTH CLASSIFIED STAFF

An eligible classified employee who is expected to be employed by the district in the fall will receive benefit contributions during the summer. If an employee has no compensated days during June, the district will not contribute toward benefits during the months of June, July, and August.

RETIREES

Employees who retire from the district may be eligible to retain insurance coverage through the district for a period of time, by self-paying premiums. Retirees who receive a pension from the state may also obtain health coverage through the state of Washington at subsidized premium rates. For further details regarding continuation of insurance coverage after retirement, contact the Employee Benefits Office.

EMPLOYEES WHO TERMINATE EMPLOYMENT WITH THE DISTRICT

Employees who terminate employment with the district may be eligible to continue insurance coverage through the district for a period of time by self-paying premiums. Information about this program (COBRA) is available by contacting the Employee Benefits Office.

CONTINUATION OF BENEFIT CONTRIBUTIONS FOR EMPLOYEES ON L & I TIME LOSS COMPENSATION

District benefit contributions may be continued for a maximum of three months for eligible employees who exhaust sick leave due to a work-related injury.

EMPLOYEES ON AN UNPAID LEAVE OF ABSENCE

Employees taking an unpaid leave of absence may self-pay insurance premiums during the leave to continue insurance coverage through the district. The Payroll Office automatically sends notification to the employee of the option to self-pay premiums, and provides a detailed listing of the amounts to be paid. Employees who choose not to continue insurance coverage during their leave of absence need to contact the Employee Benefits Office upon return to regular employment, in order to reinstate coverages; failure to re-enroll within 30 days of returning to work will require waiting for coverage until the following September open enrollment period.

EMPLOYEES WHOSE SPOUSE IS A STATE EMPLOYEE

The Public Employee's Benefit Board (PEBB) has ruled that District employees who are working more than 20 hours a week and whose spouse is employed by the State must enroll in the district's health coverage plan. If the employee waives any coverage with the district, the employee is not eligible for coverage under the state's PEBB health care plan.

FAMILY MEDICAL LEAVE ACT (FMLA)

District contributions for benefits continue for the first 12 weeks of an FMLA Leave of Absence, provided that the employee continues timely payment of any employee share of the premiums. A detailed letter explaining the options and payment procedures is sent to all employees who are approved for an FMLA Leave of Absence.