

Policy number:	III-10	Subject:	INSURANCE
		Revision:	revised for clarity November 13, 2007
Approved:	Agency Board: February 14, 1995 Policy Council: February 14, 1995		

Objective:

To provide the opportunity for full-time employees and regular eligible part-time employees to participate in medical and hospitalization insurance coverage, and to secure term life insurance.

Policy:

Group health benefits may be offered to full-time employees when individual grants have sufficient amounts of funds set aside for this purpose to help offset costs. It is necessary for the employee, at his/her option, to supplement the premium for himself/herself and dependents. The current requirement for agency eligible supplement is that staff be employed full-time defined as 1450 scheduled hours per school year (9 month) period. An employee can enroll in the insurance plan, but without agency supplement, if they are scheduled to work a minimum of 30 hours per week. Certain retirees may also be eligible to continue participating at their own expense after retirement, as Tennessee Consolidated Retirement System members have expanded time frames for participation until Medicare eligible. Former employees have specific rights under COBRA provisions to continue coverage after separation or at the conclusion of Family Medical Leave (if FMLA is applicable).

Additional information on the insurance program is available through the Human Resources Department. A chart is produced annually noting contribution amounts/costs, plan names, etc.

Term life insurance is provided for regular employees who are scheduled for 30 hours weekly. The agency pays the cost of this benefit, and employees are covered in varying amounts, dependent upon age (\$25,000 up to age 65, decreases by 35% to \$16,250 at age 65, decreases by 50% to \$8125 at age 70, and decreases by 75% to \$2031.25 at age 75). A death benefit is also paid for the loss of a spouse, \$5,000, and the loss of a dependent child \$5,000, based upon age.