

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

III.

Administrative Regulations Covering Classified Employees

HEALTH AND WELFARE BENEFITS

First Reading	<u>11-03-92</u>
Adopted	<u>12-07-92</u>
Revised	<u>04-07-98</u>
Revised	<u>08-06-02</u>
Revised	<u>06-13-05</u>
Revised	<u>01-17-06</u>
Revised	<u>01-20-09</u>
Revised	<u>03-19-09</u>

6207 AR

- A. PREMIUMS - Premiums shall be paid for health and welfare benefit coverage up to 100% for eligible classified employees and their eligible dependents according to definitions of eligibility as stipulated in policy BP6207.
- B. LIFE INSURANCE - Term life insurance coverage in the amount of \$20,000.00 will be provided for each eligible classified employee. Additional amounts of life insurance may become available in conjunction with certain health coverage plans. Such coverage will be provided if it is included as a part of the health plan and requires no additional expense.
- C. BENEFIT START DATE – Benefits shall be effective on the first of the month following the date of hire unless the date of hire is the first possible work date. If the hire date is the first possible work date, benefits shall be effective the first of the month in which the employee was hired.
- D. BENEFIT TERMINATION DATE – Benefits shall terminate the last day of the month in which the employee resigns or is terminated. If the employee resigns or is terminated during the summer months of June, July or August benefits shall terminate the last day of September.
- E. ADDITIONAL BENEFITS - In addition to the health and welfare benefits in provisions of BP6207, the classified senior management member of the administrative management team who is the assistant superintendent, business services, shall also receive the following benefits:
 - 1. An additional \$30,000.00 Term Life Insurance (employee only).
 - 2. One Floating Holiday per year.
 - 3. Tax Sheltered Annuity in the amount of \$500.00 per year.
 - 4. Reimbursement of Organizational Fees up to a maximum of \$300.00 per year as specifically authorized by the Superintendent.

In addition to the health and welfare benefits in provisions of BP6207, the classified management member of the administrative management team who is the director, human resources shall also receive the following benefits:

1. An additional \$30,000.00 Term Life Insurance (employee only).
2. One Floating Holiday per year.
3. Tax Sheltered Annuity in the amount of \$300.00 per year.
4. Reimbursement for Organizational Fees up to a maximum of \$100.00 per year as specifically authorized by the Superintendent.

F. **RETIRED EMPLOYEES** - The ROP's health and welfare benefit plan and dental care benefit plan provided for classified employees shall permit enrollment by any former classified employee who retired under any public retirement system and by his/her spouse/domestic partner. In addition, the plan shall be available to any surviving spouse/domestic partner of a former classified employee who either retired from the ROP or was, at the time of death, employed by the ROP and a member of the Public Employees Retirement System.

A retired classified employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. In addition, the superintendent or designee shall annually select a one-month period during which former employees or their spouses/domestic partners may elect to change their enrollment from one plan to another.

If a retired classified employee or surviving spouse/domestic partner fails to enroll during the initial enrollment period, further opportunity to do so shall be denied. A person who has previously received but then voluntarily terminated coverage also shall be excluded from obtaining further coverage.

A retired classified employee may continue benefit coverage as specified above until the earlier of the following events:

1. The date the individual reaches age 65
2. The date the individual becomes entitled to Medicare benefits

G. **CONTINUATION OF COVERAGE** - Qualified ROP employees, their spouses/domestic partners and/or their dependent children shall be offered the opportunity to continue health insurance coverage under COBRA when they otherwise would lose coverage due to one of the following qualifying events:

1. The death of a covered employee
2. The termination other than by reason of the employee's gross misconduct, or reduction in hours of the covered employee's employment
3. The divorce or legal separation of a covered employee

4. A covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of a covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan.

The superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2 or 4 above, within 30 days of the event. A qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. Continuation coverage shall be terminated in accordance with the ROP's insurance plan.

The superintendent or designee shall provide written notification to the health care service plan within 30 days of a covered employee's termination for any reason other than the employee's gross misconduct or reduction in hours. A qualified beneficiary shall provide written notification to the health care service plan regarding any other qualifying event listed above within 60 days of the event or of the date that the qualified beneficiary was notified of the ability to continue coverage, whichever is later.

Continuation coverage shall be terminated in accordance with the ROP's insurance plan and Health and Safety Code 1366.22 and 1366.27 and Insurance Code 10128.52 and 10128.57.

However, a former employee who, prior to January 1, 2005, worked for the ROP for at least five years and who was age 60 or older on the date employment ended, or his/her spouse/domestic partner or former spouse/domestic partner, may continue benefits until the earlier of the following events:

1. The date the individual reaches age 65
2. The date the individual is covered under any other health plan, regardless of whether that coverage is less valuable
3. The date the individual becomes entitled to Medicare benefits
4. For a spouse/domestic partner, five years from the date on which continuation coverage was scheduled to end for the spouse/domestic partner

H. **DISABILITY INSURANCE** - The superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, non-occupational illness or injury, the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption.

When disabled by an injury resulting from a violent act sustained while performing his/her job duties, a classified or classified employee may continue in the ROP health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs.

- I. **WORKERS COMPENSATION** – All employees are covered by workers compensation insurance. The ROP is committed to ensuring that all employees who sustain industrial injuries be notified of the medical provider network. All new employees will be notified of the medical provider network by the insertion of the WELLCOMP pamphlet with the employment documents. When existing employees sustain an industrial injury, a WELLCOMP pamphlet will be given when the employer receives notice of the injury. It is the intent of the ROP to make every effort to notify all employees of the medical provider network in a timely manner.