## Operating Procedure 5500P Human Resources

## **EMPLOYEE BENEFITS**

Puget Sound Educational Service District's (PSESD) benefit allocation shall be commensurate with legislation appropriation toward the premium for coverage under any approved dental/vision and optional medical and welfare plan for full-time employees. A pro-rated amount shall be paid for part-time employees.

New employees must enroll during the first 15 days of employment for the insurance benefits to be effective the first of the subsequent month. Employer benefits will be given for the month following any month where 10 or more days are paid (this includes vacation and/or sick leave) unless specified otherwise by contract.

Family dental and vision are mandatory for all employees and the cost is deducted from the benefit allocation. The remainder of the allocation may be applied towards medical, life insurance, and other benefit options. After medical and other options are deducted, any remaining monies are deposited in a VEBA account.

New employees hired on or before the 15th of the month and complete at least 10 working days in that month, receive benefit coverage the 1st day of the following month. Otherwise, benefits begin the first day of the second full month of employment.

Benefits can be extended to Domestic Partners provided a declaration of Domestic Partnership is registered with the Human Resources & Organizational Development Department.

Changes in insurance coverage and the addition of dependents may take place during annual open enrollment. Mid-year plan changes are allowed based on applicable qualifying events, e.g. birth or placement of child, marriage, divorce, etc.

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