

**Board of Trustees  
Douglas County School District**

**CLASSIFIED STAFF**

**BENEFIT ELIGIBILITY**

Health and Accident Insurance

All newly hired classified employees become eligible for district health and accident insurance coverage following completion of a waiting period of 60 days (calendar) of active employment if they are contracted in a position to work at least twenty-five (25) hours or more per week in a continuing permanent position of 140 days or more.

However, to qualify for health and accident insurance, all such employees must receive a paycheck each pay period and, therefore, be contracted for 24 semi-monthly pay periods. Employees having two or more permanent assignments of less than five hours each will have their hours totaled in the aggregate for insurance coverage qualification purposes.

Existing employees who move from a non-eligible insurance position to an eligible position will have their insurance coverage effective at the beginning of the month following the position change if their original probationary period is completed. If the original probationary period is not completed, their insurance coverage will become effective on the first day of the month following the end of their original probationary period.

Health coverage begins on the first of the month following the waiting period and ends at the end of the month in which their contract payments end. A "waiting period" is the time between the first day of employment and the first day of coverage under the health plan.

If the employee had insurance before changing to a new category or obtaining a promotion, the insurance continues without interruption if the new position is eligible for insurance.

Retirement

All classified employees who work at least half time (four hours per day or at least 20 hours per week) in a continuing permanent position of at least 120 workdays per year must enroll in the Nevada Public Employees' Retirement system. Any employee who holds two part time permanent positions which account for four or more hours worked in a day or at least 20 hours worked in a week must also enroll in the Nevada Public Employees' Retirement System. All other employees will be covered by Social Security.

Adopted: 12/12/00  
Revised: 12/9/14