

Urban Academy

Policy and Procedure:

HEALTH BENEFITS

Policy No.: 02.18

Originate: 5.23.14

Revised:

Adopted:

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I. PURPOSE

A. This policy is in compliance with charter law Subd. 5. Group health insurance.

Subd. 5. Group health insurance. (a) A charter school board with at least 25 employees or a teacher cooperative of licensed teachers providing instruction under a contract between a school and a cooperative that provides group health insurance coverage shall:

(1) request proposals for group health insurance coverage from a minimum of three sources at least every two years; and

(2) notify employees covered by the group health insurance coverage before the effective date of the changes in the group coverage policy contract.

(b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its website the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.

Nothing in this subdivision supersedes the right of an exclusive representative to negotiate the terms and conditions of employment.

II. GENERAL STATEMENT

- A. An open enrollment period for current staff will be held each year and documentations required per the Affordable Care Act distributed to employees. All plan information will be outlined and employees will be given as much time as possible to elect coverage. New employees will have 30 days to elect benefits.
- B. Renewal policies will be renewed as of December 1 of each year.

III. PROCEDURES

- A. Urban Academy will work with a broker who will seek proposals for group health insurance from at least 3 sources at least every two years.
- B. The broker will present the multiple options to the Urban Academy board. The process is a sealed bid process, that bids are opened at the same time and makes the bids public data after being opened.
- C. The board will make a decision on the plan that best fits Urban Academy and then the health plan will be introduced to the Urban Academy employees.