

# 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 to provide Urban Academy employees health benefits as long as an employee resumes employment with Urban Academy as a full time employee or FTE 1.0. Family plans are also available to the employees as an optional purchase plan.

### 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 and become effective on January 1 of the following 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.