DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #: **208.1**	Approval Date: 8/5/2014
Policy Title: **Health Insurance**	Effective Date: 8/5/2014, 01/01/2027
Owner: **Human Resources Committee**	Revision Date(s): 4/4/19, 05/12/26

I. PURPOSE

The purpose of this policy is to clarify eligibility requirements for Health Insurance.

II. POLICY

It is the policy of Dodge County to provide eligible employees and their qualified dependents with access to health insurance benefits as part of the employee benefits program. The health insurance plan is intended to support employee health and well-being by providing coverage for eligible medical, preventive, and related healthcare services.

III. STANDARDS

A. Group health insurance is available for full-time and part-time employees who are ordinarily scheduled to work thirty (30) hours or more per week and who meet the plan eligibility requirements.

1. Part time 30+ Hours: Health Insurance monthly employee premiums are pro-rated based on 75% Full Time Equivalence based on pre-established annual rates.

2. Employees are eligible for the health insurance effective the first of the month following thirty (30) continuous days of employment or upon benefit eligibility. Employees must apply for health insurance within thirty (30) days of employment or benefit eligibility.

B. Employees in a part-time less than 30 hours position may be eligible for health benefits only, if meeting criteria under the Affordable Care Act (ACA) if working, on average, thirty (30) or more hours per week during the lookback period of November 1 to October 31st. Eligibility is for single coverage only or as required under the ACA. Coverage is effective January 1st of the following year and is only effective for one year. Employee must continue to meet the criteria for continued annual coverage. If an employee does not meet criteria, the employee will be offered coverage, as allowed under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

C. Employees may change their enrollment in the health insurance (i.e. single to family; family to single) if there is a qualifying life event (i.e. marriage, divorce, adding or removing dependents). Enrollment changes must be completed and submitted to Human

Resources within 30 days of the change. Employees are required to contact Human Resources to complete the necessary change forms.

D. If the employee fails to enroll within the 30 days of employment, benefit eligibility or qualifying event, the employee may enroll in the health insurance or add dependents during the annual open enrollment.

E. Employees and covered dependents who lose health insurance coverage (including retirement) may be eligible to continue group health insurance coverage under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), subject to applicable eligibility requirements and plan provisions.

F. In the event of any conflict, inconsistency, or difference between the provisions of this policy and the terms of an applicable collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall govern and take precedence for represented employees.

IV. PROCEDURE

NA

V. GUIDELINES

NA