DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #: **208.2**	Approval Date: 8/5/2014
Policy Title: **Dental 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 Dental Insurance.

II. POLICY

It is the policy of Dodge County to provide eligible employees and their qualified dependents with access to dental insurance benefits as part of the employee benefits program. The dental insurance plan is intended to promote preventive dental care and assist with the cost of covered dental services.

III. STANDARDS

A. Dodge County pays a specific amount toward the premium for single or family coverage for full-time employees who participate in the dental insurance program, and prorated amounts for part-time employees who are ordinarily scheduled to work thirty (30) hours or more hours per week.

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

B. Employees are eligible for the dental insurance effective the first of the month following thirty (30) continuous days of employment or benefit eligibility, provided they enroll in the dental insurance within thirty (30) days of employment or benefit eligibility.

C. Employees may change their enrollment in the dental 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 dental insurance or add dependents provided they pay the full monthly premium cost for a one year period (12 months). There are no yearly open enrollments under the Dental Plan.

E. 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