



Personnel Policies and Procedures

Benefits Eligibility

Effective Date: January 1, 2013

Board Approval: June 4, 2014

1. Purpose

To outline the Tooele Applied Technology College (TATC) Health/Retirement Benefits Eligibility policy.

2. Definitions

- 2.1. **Eligible Employees.** An employee who works in a permanent full-time salaried position that has not been specifically designated as a position ineligible for any College benefits will be eligible to participate in the College group insurance and retirement plans.

3. Policy

- 3.1. **Enrollment.** Benefit eligible employees are required to attend an insurance/retirement orientation session with Fiscal Services personnel within 31 days after hire date. Employees who are not currently eligible but become so through a change in assignment or approved work hours must contact the Fiscal Services Office within 31 days after status change and must complete the necessary forms. Employees who do not apply for benefit/retirement coverage within 31 days after hire date or benefit eligibility date shall be subject to any restrictions imposed by the insurance contract.
- 3.2. **Effective Date.** Coverage will be effective the first day of active employment. Whenever open enrollment sessions are announced, employees may opt to change their insurance coverage or plans.
- 3.3. **Change in Status.** Employees who experience a change of status must provide written notice of same to the Fiscal Services Office within 30 days of the effective date of change, and complete necessary forms. Change of status includes marriage, divorce, an addition or deletion of covered dependants subject to insurance coverage.
- 3.4. **Cobra.** The College shall comply with COBRA legislation (Public Law 99-272, Title X) requiring covered employees to offer eligible employees and their families the opportunity to apply for an 18 month extension of health insurance coverage when coverage under the employers plan would otherwise terminate. Eligible employees or family members have the responsibility to inform the TATC Fiscal Services Office, in writing, within 60 days of the qualifying event for extension of coverage, which includes divorce, legal separation, or a child losing dependent status under the provisions of the College group health or dental insurance plans. Additional information regarding COBRA may be obtained from the Fiscal Services Office.
- 3.5. **Premiums.** The College shall participate in the cost of the medical insurance premiums for full time employees in approved positions according to the schedule for State of Utah employees provided by PEHP. Employees are responsible for the full premium of all other insurance coverage. Employees are financially responsible for their portion of insurance/retirement premiums or contributions. This amount shall be payroll deducted where possible. College participation in the cost of medical insurance for eligible employees working less than full time will correspond with their percentage of full time status.
- 3.6. **Coverage.** The College will offer all insurance coverage options to eligible employees as they are available through PEHP.

3.7. Retirement System.

3.7.1 Classified employees hired or promoted after January 1, 2013 will participate in the Utah Retirement System (URS) program.

3.7.2 Faculty and Professional employees hired or promoted after January 1, 2013 will participate in the Teacher Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) program.

3.7.3 Employees hired or promoted after January 1, 2013, who have prior service credit with the Utah Retirement Systems (URS) may elect to continue participation in URS regardless of the normal requirement for them to participate in the TIAA/CREF plan. Individuals who chose this must file an election form to request to continue URS participation within 30 days of hire or promotion

