

INSURANCE #150

1.0 Purpose & Scope

To define and clarify County insurance offerings for qualifying full-time and part-time employees

1.1 Policy

Employees in a benefit-eligible merit status including full time, part-time working 24 to 29 hours a week, appointed, elected and chief deputy/administrative assistant and their qualifying dependents are eligible for benefits.

1.2 Definitions

See Definitions policy

1.3 Procedures

1. **ELIGIBILITY.** All benefit-eligible County employees as defined in Davis County Human Resources policy #175 Employment Categories, are eligible to participate in health, dental, life insurance programs, and certain other benefits.
 - a. **Affordable Care Act (ACA) Employer Shared Responsibility Plan.** Davis County is a large employer under the Employer Shared Responsibility (ESR) provisions of the ACA. Davis County offers health insurance to all full-time County employees that is minimal essential coverage, is affordable and meets minimum value, using applicable ACA safe harbor transition relief. The County has adopted a look-back measurement period to determine those employees who qualify for health insurance benefits under ACA guidelines. Employees will be measured in a standard measurement period for twenty-six (26) pay periods beginning in January, and if deemed eligible, offered coverage coinciding with the insurance plan year, which begins each January.
 - b. As required by ACA, newly hired employees, who are reasonably expected to be benefits eligible will be offered medical insurance coverage. An employee who has had a gap of more than thirteen (13) weeks with no work with the County will be treated as a newly hired County employee.
 - c. Newly hired employees considered full-time and/or benefit-eligible at hire shall be offered health insurance effective as of their date of hire. An eligible employee who changes status from full-time to part-time ineligible will be ineligible for employer paid health insurance coverage following the last day of the month they become ineligible. Upon employment termination, the insurance coverage paid by the County will conclude on the last day of the month in which the employee terminates.
 - d. For more detailed information regarding the measurement method, please reach out to the benefits team for the Measurement Method Policy.
2. **HEALTH INSURANCE PREMIUMS.** For full-time, benefits eligible employees, the County pays 90% of the premium cost of health insurance for the Star Plan, and the employee pays 10%. For the Traditional insurance plan, the County pays 80% of the premium cost, and the employee pays 20%. Premium reductions of County associated health insurance premiums may be authorized by the Commission. Part-time merit and part-time limited time & funding employees will pay part-time medical insurance premiums equal to 35% of the total premium costs.
3. **HEALTH SAVINGS ACCOUNT CONTRIBUTIONS.** The County will make an employer contribution into the HSA account for employees participating in the Star Plan. The annual amount contributed by the County will be 50% of the annual deductible rate established. This contribution will be made in 1/2 installments

semi-annually in January and July each year. New employees hired during the year will receive a prorated amount based on the month of hire.

3.a HEALTH SAVINGS ACCOUNT CONTRIBUTIONS FOR PART-TIME EMPLOYEES. The County will make an employer contribution into the HSA account for part-time employees participating in the Star Plan that is 60% of what is contributed for a full time employee. This contribution will be made in 1/2 installments semi-annually in January and July each year. New employees hired during the year will receive a prorated amount based on the month of hire.

4. STATUS CHANGE NOTIFICATION. Employees are responsible for notifying the Human Resources/Benefits office in a timely manner of changes in their family that may affect insurance eligibility. These changes or “qualifying events” include: birth or adoption of a child; death of child or spouse; employee marriage or divorce; marriage of a child/dependent; child/dependent’s reaching age twenty-six (26); or child/dependent’s obtaining or losing other insurance coverage. When these changes occur, employees must provide notification and submit required documentation to the Human Resources/Benefits office as soon as possible, but no later than sixty (60) calendar days following the qualifying event. In addition, employees must logon to the County insurance enrollment website and complete a “Life Event” change indicating the date and nature of the qualifying event and the required corresponding benefit change/s within 60 days of the event. When failure to comply with this requirement results in insurance premium overpayments, the full cost of the overpayments shall be deducted from the employee’s compensation.

5. DENTAL AND VISION INSURANCE. Benefits eligible employees may elect to enroll in the Dental and Vision insurance plan. The premiums paid for the coverages are paid partially by the County and shared by the employee.

6. LONG TERM DISABILITY INSURANCE. The County pays 100% for long term disability (LTD) insurance coverage. This plan provides a benefit for covered disabilities resulting from illness or injury that occur on or off the job. Eligible employees may qualify for LTD benefits following a 90 day elimination period, from the date of disability. Qualification for LTD benefits requires that active employment with the County is terminated. When an application for LTD benefits is approved by the insurance provider, the prior employee will receive 60% of their normal monthly earnings. The LTD benefits paid to the former employee are treated as taxable income and will be reported as earnings. LTD benefits will conclude when any one of the following occurs: the former employee is (1) no longer disabled; (2) qualifies for un-reduced URS retirement benefits; or (3) reaches the age for un-reduced social security benefits (Note: Any income will reduce the LTD benefit dollar-for-dollar).

7. RETIREMENT SERVICE CREDIT. Certain previous employees who qualify and receive monthly disability benefits (workers' comp or LTD) will receive continued retirement service credits with URS. Those previous employees who receive service credits while on LTD are: Tier I Public Safety, for both on-duty and off-duty disabilities; Tier I Public Employees, for both on-duty and off-duty disabilities; Tier II Public Safety, for on-duty disabilities; Tier II Public Employees, for on-duty disabilities. On-Duty or Line of Duty is defined as employees who are injured or ill due to external force or violence because of the performance of their employment duties.

8. MEDICAL INSURANCE ASSISTANCE. When a previous employee qualifies for the LTD benefit, the County will pay a stipend to assist participants with their medical insurance costs for up to two years (24 months) if no other health insurance is available (i.e. coverage through a spouse’s plan, Medicare, etc.). During the first year, the stipend rate is equal to the employer portion paid for the plan which the employee was on at the time of separation from County employment. For the second year the stipend is 10% less than the employer rate paid. The stipend ends when any one of the following occurs: (1) Two

years (24 months) from the first month of coverage; (2) qualifies for un-reduced URS retirement benefits; or (3) the LTD benefit is terminated / ends

9. LIFE INSURANCE. Benefits eligible employees are provided with employer paid term life coverage provided through Utah Retirement Systems (URS), in the amount equivalent to 75% of the employee's annual wage. Also, benefits eligible employees may elect \$50,000 basic term life with accidental death and dismemberment (AD&D) insurance coverage, with premiums paid 50% by the employee and 50% by the County. Additional supplemental group term life insurance for employees and dependents is also available at group rates, paid by the employee.

9.a LINE OF DUTY LIFE INSURANCE. All merit peace and correctional officers enrolled in the Utah Retirement System are eligible for an insurance benefit which pays \$50,000 if the officer is killed while in the line of duty. The County pays 100% of the premium cost.

10. VOLUNTARY/ELECTIVE INSURANCE. Eligible employees may elect to enroll in certain voluntary benefits, paid 100% by the employee.

10.a SHORT TERM DISABILITY. Employees may elect to enroll in short term disability (STD) insurance coverage. Covered employees may qualify for the benefits when unable to work because of a covered disability, following a 14 day elimination period. When qualified for the STD benefits, the employee will receive 60% of their regular weekly earnings for up to 11 weeks. The weekly benefit amount paid to the employee is after taxes. Eligibility for the STD benefits is subject to a pre-existing condition period.

10.b SUPPLEMENTAL MEDICAL COVERAGE. These plans are designed to supplement medical insurance and provide additional protection to members in the event of serious health problems or accidents. The plans offered may cover specific situations including hospital confinement, accidents, or critical illness.

10.c LEGAL ASSISTANCE. A pre-paid legal assistance group plan may be offered, which provides certain legal assistance at a free or reduced cost to participating members. The plan may also include consultation and protections related to identity theft and credit monitoring.

10.d PET INSURANCE. Pet insurance can help reimburse employees for covered veterinarian visits, accidents/injuries, illness and more, for their covered pets. Pet insurance may be offered through the county's group plan, with premiums paid entirely by the employee, directly to the insurance provider.

11. EXPLANATION OF BENEFITS. Brochures and plan documents describing insurance benefits, limitations, employee rights, and premium costs are available in the Human Resources/Benefits Office, on the County intranet, and at the online insurance enrollment website.