

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Flexible Benefits
POLICY NUMBER: HR-5.02
EFFECTIVE DATE: May 1997
SUPERSEDES: N/A
LAST REVISION DATE: January 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to abide by the Flexible Benefits Program which offers a variety of insurance benefits and spending account options to eligible employees. The State Personnel Administration administers this program.

ELIGIBILITY:

- I. Classified and unclassified employees who work at least at least thirty (30) hours per week and whose duties are expected to continue for at least nine (9) months in positions that are set up for benefits are eligible to participate in the Flexible Benefits Program.
- II. Employees on Leaves of Absence Without Pay or Suspensions Without Pay may continue all insurance options in which enrolled for up to twelve (12) months by paying the required premiums.

ENROLLMENT & CHANGES:

- I. Eligible employees have the opportunity to enroll in the Flexible Benefits Program upon employment with SBHS. Coverage normally begins on the first day of the month following one complete month of employment. If employees are not in work status or on paid leave on this date, coverage begins on the date of return to work/ pay status.

NOTE: Employees transferring to SBHS from other State agencies without a break in service keep the same flexible benefits upon transfer.

- II. Eligible employees have the opportunity to enroll in the Flexible Benefits Program or make changes to coverage during the Open Enrollment period each year.
 - A. Open Enrollment is a period of at least thirty (30) calendar days beginning no earlier than October and ending no later than November. Exact dates are announced each year.
 - B. Enrollments and changes made during the Open Enrollment period become effective on January 1. If employees are not in work status or on paid leave on this date, coverage begins on the date of return to work/pay status.

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- III. Eligible employees can enroll or make changes to coverage at other times only when a qualifying event occurs such as a change of family status (marriage, birth, adoption, etc.). For specific information, including applicable deadlines, employees should contact the Human Resource Department.

NOTE: Health care spending account contributions cannot be changed at times other than during Open Enrollment.

EXTENDED COVERAGE:

Federal law may entitle employees and their qualified dependents to a temporary extension of coverage in the enrolled dental option or health care spending account when coverage would otherwise end.

- I. Events that qualify for extended coverage include:
- A. Resignation,
 - B. Staff reduction,
 - C. Other separation from employment for reasons other than gross misconduct,
 - D. Leave without pay for more than twelve (12) months, and
 - E. Reduction in work hours below the minimum required for program participation
- II. Events that qualify for extended coverage for qualified dependents include:
- A. Death of employee,
 - B. Divorce or legal separation from covered employees and
 - C. Dependent children lose their qualified status
- III. The Flexible Benefits Program Administrator provides employees and dependents with written notice describing continuation rights when loss of eligibility for flexible benefits is reported.

REFERENCES:

Regulations of the State Personnel Board, Chapter 478-2- Benefits Plan

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date