

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	2-1
		Original Adoption	02-09-1987
		Revision #	8
		Last revision date	October 2015
<b>Section Title</b>	<b>Benefits</b>		
<b>Subject</b>	<b>Insurance Coverage</b>		

The City of Helena provides dental, vision and a choice from multiple group medical insurance plans for all eligible City employees and their families to participate in, including bona fide domestic partners who have completed a declaration of domestic partnership affidavit. Additionally the City provides an Employee Assistance Program (EAP) for all regular employees (see Policy 2-2). The City Commission determines the portion of the total premium to be paid by the City for employees' medical, dental and vision insurance. The employer paid premium is not taxable under 26 USC § 106 unless used to purchase insurance products that are not exempt from taxes or coverage of individuals not qualified to be dependents under IRS regulations. The only part of the employer paid premium eligible for the City's Section 125 Plan (Cafeteria Plan), is excess employer contributions that are applied towards a Daycare Reimbursement Account or Unreimbursed Medical Account.

Group plan documents, available in the Human Resources Office or on the City's intra-net, explain detailed insurance coverage offered by the plans. The Human Resources Office is the liaison between employees and the insurance company and is available to help employees with their insurance questions.

**Eligibility Requirements**

- Regular Full-Time (individual premium paid)
- Regular Part-Time (individual premium pro-rated)
- Variable hour employees (ex, temporary, season, other) who work a minimum of 130 hours in a month on average over a 12 month period; as verified by the HR department.
- Retirees (retiree pays for entire premium)
- Employees who have been terminated or discharged who elect to remain with the City's group plan for up to 18 months under COBRA Consolidated Omnibus Budget Reconciliation Act (entire premium paid by individual)

**Coverage**

A. When Coverage Begins:

Coverage for new employees who elect to be covered by the City's group plan will begin on the first day of the month following thirty (30) days from the eligible person's hire date.

B. When Coverage Ends:

If an employee terminates or is discharged on or before the 15th of the month, coverage is extended to the end of the month. Employees who terminate or are discharged on or after the 16th of the month will have coverage through the end of the following month unless the employee elects to remain insured under option 2 below.

1. Retirement: Employees who retire have the option to remain in the City's group medical, dental and vision plans provided they pay the current premium each month. Payment may be made directly to the City's Human Resources Office or through a retirement check deduction through MPERA. Details concerning this option are available in the Human Resources Office.
2. Continuation Coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA): Employees terminating eligibility for benefits may have the right to continue coverage according to the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA). Please refer to the Plan Document provided by the benefit coverage provider for information on continuation of coverage after termination.

3. Leave of Absence: Employees may elect to continue their total existing insurance coverage while on leave of absence (Leave Without Pay). The City will continue to pay the employee's benefit portion of the premium until the end of the month in which the leave begins. At the end of that time the City's contribution shall cease and the employee shall pay the entire premium for continued coverage. The employee will be responsible for paying all out of pocket premiums they normally pay for their insurance and all dependent coverage they wish to continue in force from the first day of the leave. As long as there has been no break in coverage, the City's contribution will begin immediately after the return of the employee if the employee works a minimum of one-half or more of their regularly scheduled shifts during a pay period. The City will continue to pay the City's portion of insurance coverage for employees on Leave Without Pay as a result of the Family and Medical Leave Act of 1993 during the approved leave times. (See Policy 3-7).
4. Workers Compensation injury: For insurance coverage while in non-pay status, due to a work related injury. (See Policy 11-2)

### **Basic Life Insurance**

A basic life insurance policy is provided for each eligible employee; retirees are not eligible. The premium is paid by the City. Optional life insurance may be purchased by the employee covering themselves, their spouse and/or children. Employees retiring will be given the option of converting their current life insurance coverage to an individual policy.