



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 201: MEDICAL INSURANCE

A. General Provisions

1. The City pays a portion of the cost of medical insurance coverage for all regular full-time employees who request such coverage. Employees may subscribe to either the Family Plan or the Single Plan, as suits their personal situation. Each employee subscribing to medical insurance will be provided access to a detailed description of the coverage by the insurance company through the Human Resource Department.
2. Regular full-time employees who decline medical insurance coverage from the City and provide the City with proof of other medical insurance coverage will receive payment consistent with the effective personnel ordinance or applicable collective bargaining agreement.
3. The City may continue to pay its share of the medical insurance costs for regular full-time employees who are ill, but have exhausted all accumulated Sick Leave and Vacation Leave, and are being carried in a status of Leave Without Pay. The City Manager may, at his/her discretion, continue medical insurance coverage for employees seeking a disability retirement for a limited period of time beyond the employee's date of separation; or for the family of a deceased employee for a limited period of time beyond the employee's death. Employees in an unpaid status will be responsible for remitting the employee portion of their premiums.
4. Employees who are on Leave Without Pay status for reasons other than illness or injury and who plan to return to regular full-time status may make a request that the Director of Human Resources continue the same medical coverage. Employees in an unpaid status will be responsible for remitting the employee portion of their premiums.
5. Under certain circumstances, a regular full-time employee, and/or their dependents, covered by the City's Medical Insurance Plan may continue and extend such medical insurance coverage at a time when benefits would normally cease. Covered employees should refer to the COBRA provisions of their Medical Insurance Plan booklet for further details.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11.8.2021
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.8.2021
Date

Jenny Smith
Jenny Smith
Human Resource Director