
 Town of Swansboro	Personnel Policy		Employee Benefits Effective Date of Benefit Changes	
	Number: Article VI; Section 6	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

ARTICLE VI. EMPLOYEE BENEFITS

Section 6. Effective Date of Benefit Changes

Employees are given the opportunity annually during open enrollment to make changes in their medical and dental plan. In addition, employees may add or remove dependents within 30 days following an IRS-defined "qualifying events". Qualifying events must be reported to the Town Manager or his/her designee within 30 days of occurrence.