



Making something amazing.

**Adopted: 1-7-18**

## **411 PURCHASE OF HEALTH INSURANCE**

### **I. PURPOSE**

This policy is to provide Studio School employees health benefits as long as an employee resumes employment with The Studio School as a regular full time employee or FTE 1.0. Family plans are also available to the employees as an optional purchase plan.

### **II. GENERAL STATEMENT OF POLICY**

- A. An open enrollment period for current staff will be held each year and documentations required per the Affordable Care Act distributed to employees. All plan information will be outlined and employees will be given 30 days to elect coverage. New employees will have 30 days to elect benefits.
- B. Renewal policies will be renewed as of January each year.

### **III. PROCESURES**

- A. The Studio School will work with a broker who will seek proposals for group health insurance from at least 3 sources at least every two years.
- B. The broker will present the multiple options to The Studio School Executive Director and/or Board of Directors. The process is a sealed bid process, with bids opened at the same time. All bids are public data after being opened.
- C. The Board will make a decision on the plan that best fits The Studio School and then the health plan will be introduced to Studio School employees.