

Category: 300

Number: 343

Subject: **EMPLOYEE INSURANCE**

1. **PURPOSE:** The purpose of this policy is to establish a County insurance policy, thereby improving the health and well-being of Saginaw County employees
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all non-union employees only paid by Saginaw County and any other circumstance not covered by a collective bargaining agreement, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** For purpose of this policy, regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for benefits.
6. **POLICY:**
 - 6.1 **Health Insurance.** Health insurance shall be provided to regular full-time and regular part-time employees and their dependents (as defined by the plan administrator) effective on the first day of the month subsequent to completion of thirty (30) days of qualifying service.

Current employees who were hired on or after January 1, 1993 must be of full-time status as defined by the Federal Patient Protection and Affordable Care Act to become eligible for health insurance coverage. Health insurance eligible employees are eligible for the high deductible healthcare plan, as well as any plan that may be established by the County in the future.

All employee health insurance contribution rates for plans as noted above are subject to requirements established by State of Michigan Public Act 152 of 2011 (PA 152 of 2011,) the Publicly Funded Health Insurance Contribution Act. If the Board of Commissioners opts out of PA 152 of 2011, the County will employ the "Hard Cap" methodology in calculating the employee's monthly premium share of each Plan year cost. The County will apply additional contribution up to \$827,400 each year to reduce the employee share above the "Hard Cap" calculation. The County will contribute \$500 to each eligible employee's Health Savings Account (HSA) on or about January 1 of each subsequent year. The County will also contribute \$442,800 in American Rescue Plan Act of 2021 funding to cover the cost of any eligible COVID-19 related medical claims incurred in 2021 against the 2022 Plan Year rates.

- 6.2 Dental Insurance. Dental Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 6.3 Optical Insurance. Optical Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 6.4 Life Insurance. Life insurance shall be provided to regular full-time employees effective the first day of the month subsequent to completion of thirty (30) days of qualifying service.
- 6.5 Insurance Coverage and Premium Cost Shares. The Board of Commissioners will designate the level of all insurance coverage provided and the premium cost shares which are required to be paid by subscribers. County expense is the employer share established by the Board of Commissioners.
- 6.6 Dual Coverage. No person shall be eligible for dual coverage as both a subscriber and a dependent for any insurance coverage paid with Saginaw County funds.
- 6.7 Continuation of Insurance.
 - 6.7.1 Health: In the event of disability leave, health insurance will continue for the entire period up to one (1) year, but requires the regular employee co-pay contribution to remain in effect. In the event of a leave of absence (except FMLA leaves), health insurance shall continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, health insurance shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. The term "County expense" shall be in accordance with paragraph 6.5.
 - 6.7.2 Dental: For a leave of absence (except FLMA leaves), dental coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, dental coverage shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. In the event of disability, refer to paragraph 6.1 of the Disability Leave Policy. (Policy #361)
 - 6.7.3 Optical: In the event of a leave of absence (except FMLA leaves), optical coverage will continue in effect at County expense until the end of the month in which the leave began. In the event of a layoff, optical coverage shall continue in effect at County expense until the end of the month following the month in which the layoff occurred. In the event of disability, refer to 6.1 of the Disability Leave Policy. (Policy #361)

- 6.7.4 Life: Coverage will continue commensurate with the terms of the employer's policy.
- 6.7.5 In the event of an unpaid leave of absence, certain coverage may be continued at the employee's expense if requested in accordance with Federal Law. Failure to pay said premiums will result in termination of coverage.
- 6.8 Separation from Employment. Upon separation from employment other than retirement or as noted in Section 6.7, all insurance coverage will terminate on the last day of the month in which the separation occurs. Certain coverage may be continued at the employee's expense if requested in accordance with Federal Law.
- 6.9 Option to Health Insurance Coverage. An employee who is eligible for enrollment in a County health insurance program may choose to receive two hundred dollars (\$200.00) per month in lieu of such insurance coverage; provided, however, the employee provides proof of another source of insurance and signs a statement attesting to said insurance coverage and is not covered as a dependent on a County paid health plan.
 - 6.9.1 If an employee's status changes such that he/she is no longer eligible for coverage under another policy (divorce, death of spouse, etc.) the employee may reenter County coverage subject to the terms and conditions of the plan administrator. In the event that a lapse in coverage occurs due to the employee not notifying the County in a timely manner, or for any other reason not directly attributable to the County, the County shall in no way be held liable for health coverage during such lapse.
- 6.10 Compliance with Laws. It is the intent of the County that this policy comply with the Federal Patient Protection and Affordable Care Act (PPACA.) Any provisions of this policy that are in conflict with PPACA shall be superseded thereby.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: October 12, 2004; February 22, 2005; September 22, 2009; November 17, 2009;
August 24, 2010; September 17, 2013; November 19, 2013; October 20, 2015;
October 18, 2016; January 21, 2020; October 20, 2020; January 19, 2021;
December 14, 2021