

Salt Lake County Human Resources Policy 4-300: Insurance and Retirement Programs

Purpose

To outline the insurance programs available to county employees and retirees.

I. General Policy

Salt Lake County will establish a cost effective insurance program designed to attract and retain a capable and qualified work force. The insurance programs will also be designed to support the health and well-being of all county employees.

II. Procedures

- A. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following insurance programs: Health, Dental, Life, Long-Term Disability, Short-Term Disability, Accidental Death and Dismemberment (AD&D).
- B. Employees in Benefits Eligible positions as defined in [HR Policy 2-100 Employment Status](#) have the option of participating in the following retirement programs:
 1. Merit Status employees will be enrolled in [Utah State Retirement Systems \(URS\)](#) retirement plans based on URS eligibility.
 2. Elected Officials and Appointed Employees have the following retirement contribution options:
 - a. Participate in the URS retirement plan based on URS eligibility; or
 - b. Opt out of participation in the URS retirement plan and instead receive a 401(k) contribution at the same contribution rate the employee would have received into a URS retirement plan.
 - c. The funding for these benefits is subject to the provisions of [HR Policy 1-100 Disclaimer](#).
- C. A list of additional benefits offered to employees is found on the [Human Resources website](#).
- D. Insurance Enrollment and Coverage
 1. Beginning April 1, 2017, the County will automatically enroll eligible new hire employees in the following insurance programs on the date of hire: Life Insurance in the amount of \$25,000, Accidental Death and Dismemberment, and Long-Term Disability. Insurance coverage is effective on an employee's hire date.
 2. Beginning April 1, 2017, employees will have 31 days from their hire date to enroll in health, dental, and short term disability insurance coverage.
 3. The Health Savings Account (HSA) or Flexible Spending Account (FSA) is available according to the terms of the applicable plan.
 4. An employee must enroll a spouse, an adult designee, or dependent children to trigger dependent coverage.
 5. An employee must complete an Affidavit of Parties Establishing Adult Designee status to enroll an adult designee. An employee may not enroll an Adult Designee if they are married

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and may only enroll one adult designee if they are not married. Adult Designee and Domestic Partner coverage is subject to IRS Guidelines.

6. An employee must provide any documentation requested by Human Resources for the purposes of determining the eligibility of spouses, adult designees, or children within 30 days of eligibility.
7. Coverage for a spouse, an adult designee or dependent children must be obtained within 30 days after a change of status (e.g. birth of a child, legal adoption, marriage, new adult designee status).
8. If an employee declines enrollment because other health or dental insurance coverage, the employee may request enrollment within 30 days after the other coverage ends. If the employee misses the 30 day enrollment window, their next opportunity to enroll will be the next open enrollment period. The employee will be responsible to provide documentation as requested by Human Resources for the purpose of determining prior coverage within 30 days of the IRS qualifying event.
9. The Primary Agency of a benefits-eligible Multiple Jobs Employee shall be responsible for funding the employee's benefits.

E. Termination of Coverage

1. The termination date for insurance is as follows:
 - a. If an employee's separation date is between the first and fifteenth day of the month, the coverage will be terminated on the fifteenth day of the month.
 - b. If an employee's separation is between the sixteenth and the last day of the month, the coverage will be terminated on the last day of the month.
 - c. Medical, Dental, and Life insurance coverage for adult children terminates after the entire calendar month in which they turn age 26, unless they are qualified disabled. A person receiving benefits as a spouse will no longer be eligible upon the date of divorce. A person receiving benefits as an adult designee will no longer be eligible upon notification of the dissolution of adult designee status. Documentation must be provided to Human Resources within 30 days.
2. COBRA coverage is limited in duration as follows:
 - a. Eighteen months for a separation of employment, reduction in force, or reduction in hours.
 - b. Thirty-six months for a divorce, death of an employee, dependents of an employee who are eligible for Medicare or dependents which lose their eligibility after turning twenty-six.
 - c. Twenty-nine months if a disability is approved by social security.
 - d. To the extent permitted by federal law, the County will make coverage available for an adult designee of an eligible employee and the dependent children of an adult designee.
3. An employee is responsible for adding or terminating a spouse, an adult designee and dependent children. The county will not refund overpayments if an employee does not remove a spouse, an adult designee or dependent children within 30 days.
4. The county will refund an employee for up to one year when overpayment was made due to an administrative error on the part of the County.

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F. Post-Retirement Insurance

1. Post retirement insurance will not be available for county employees hired after December 31, 2012.
2. Retirement must be approved by the [Utah State Retirement Systems \(URS\)](#).
3. Early Retirement (employees retiring from the county under age 65)
 - a. Retirees under age 65 may enroll in Health and Dental insurance and may enroll their eligible spouse or adult children under age 26 within 60 days from date of separation of employment. Adult designees and their children are not eligible for enrollment.
 - b. For county employees who retire on or after January 31, 2014 any insurance that is discontinued cannot be reinstated.
 - c. To qualify for the county's contribution toward the Medicare supplement plan, a retiree must retain uninterrupted health insurance coverage through a county sponsored medical plan.
 - d. Early retirees are subject to the same rules as active employees during open enrollment.
 - e. Continuation of coverage for the spouse of a deceased retiree may continue until age 65 or until the spouse is remarried, whichever comes first. Dependent children may be covered for medical and dental until age 26. The total cost of dependent coverage is to be paid by the insured.
4. Premium Share
 - a. Any eligible employee who was hired on or before December 31, 2012, who elects coverage, will be charged a premium share according to their years of service with the county.
 - b. The early retiree premium share will be based on an increased percentage of the active employee premium according on the table below. At the conclusion of the 18-month COBRA period, premiums will be increased by 40%.

| Years of Service | Employee Pays | County Pays |
|-------------------|---------------|-------------|
| Less than 4 years | 100% | 0% |
| 4-6 years | 90% | 10% |
| 7-9 years | 80% | 20% |
| 10-11 years | 70% | 30% |
| 12-13 years | 60% | 40% |
| 14-15 years | 50% | 50% |
| 16-17 years | 40% | 60% |
| 18-19 years | 30% | 70% |
| 20+ years | 20% | 80% |

5. Retirees over age 65
 - a. A retiree or spouse over the age of 65 may enroll in the County's Medicare Supplement insurance plan within 60 days of eligibility.
 - b. If the Medicare Supplement plan is voluntarily discontinued, the county will not make any further contribution towards the retiree's insurance premium.

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6. If a retiree enrolls in the county's medical and/or dental plan within 60 days of separation, they will automatically be enrolled in a county sponsored \$1,000 term life insurance policy.

III. References

- A. State of Utah Public Employees Disability Act 1953, Utah Code 49.9.101 et seq. as amended
- B. Utah State Retirement Systems (URS)
- C. Human Resources Policy:
 1. 1-100, Disclaimer
 2. 1-200, General Definitions
 3. 2-100, Employment Status
 4. 4-200, Leave Practices
 5. 4-400, Workers' compensation