

# BUTTE SCHOOLS SELF-FUNDED PROGRAMS

## POLICIES & PROCEDURES MANUAL

Subject: **OPEN ENROLLMENT**

Section: **1.9**

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Each employee's individual elections must be made in writing to the employer district or via the JPA's benefits administration portal and will remain in force until the next open enrollment period. The employer district is responsible for payment of all contributions for employees participating in coverage.

- I. Effective July 1, 2017, the policies, procedures, guidelines and criteria, etc. as adopted by SISC will supersede those of BSSP with respect to coverage provided in a SISC program through BSSP. SISC guidelines will apply to benefits programs administered through SISC as well as those programs administered independent of SISC.
- II. The JPA will allow the following open enrollment periods:
  - A. Each spring (generally mid- to late-April through June 30) with changes effective the following October 1 (and July 1, 2017). The Executive Director may modify the dates slightly, if necessary, to prevent the opening or closing of the period on Saturdays or Sundays.
  - B. Districts that negotiate a change in the district-paid contribution toward a benefit, eligibility for a benefit, unit selection of a plan, movement to tiered rates or opportunity for individual selection of a plan may arrange for a special open enrollment period:
    1. The special open enrollment may be up to 31 days in length, subject to approval by the Executive Director;
    2. The effective date of changes elected during the special open enrollment period is subject to approval by the Executive Director.

Notification to BSSP must be made in writing by the district's superintendent or appointed director to the BSSP Board.

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Approved: 01/21/1993

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