

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **COVERED EMPLOYEES/GROUPS/BOARD MEMBERS**

Section: **1.1**

Employee Groups

The term "Employee Group" as used in these regulations, is defined as one of the following:

- A. The Superintendent, Management Employees, Supervisory Employees, Confidential Employees and Retirees;
- B. Any group defined as an "Employee Group" in an existing applicable collective Bargaining agreement; and
- C. Temporary, substitute, adjunct and seasonal employees.

Individuals who are on a contract for services, including independent contractors, and/or who are not paid and reported on the district payroll are not eligible for coverage as an employee.

Retired employees generally follow the group from which they retired. Districts may, however, treat all retirees from all groups as one group and offer a single benefit plan for all retirees (See also, "Retirees").

Full-time Covered Employees

For purposes of this policy, "full-time" is any employee entitled to 100% of the employer contribution towards the employee's medical, dental and/or vision benefits and as defined in the collective bargaining agreement, memorandum of understanding, employer policy, administrative regulation, etc., which outlines the medical, dental and vision benefits provided to the employee.

Each participating district is responsible for the payment to the JPA of a full medical premium (for one of the plans offered to the individual's Employee Group) for each full-time employee of the district that is in a paid status and who is included in Employee Groups A and B, above. Individuals for whom an exception was made at the time of the May 21, 1986 motion are exempted.

Each participating district is responsible for the payment to the JPA of a full dental and or vision premium (for the plan offered to the individual's Employee Group) for every full-time employee of the district that is in a paid status and who is included in Employee Groups A and B, above.

Full-time employees included in Employee Groups A and B, above, may not opt out of the bargained coverage.

If more than one family member is a covered employee of a JPA district, that district must pay the premium for the plan offered to each individual's Employee Group.

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Less than Full-Time Covered Employees

The District will determine eligible less than full-time covered employees. The person who is named as "the insured" must be an employee, Board member or a retired employee or Board member. Less than full-time employees must enroll within 31 days from the date they become eligible.

School Board Members

Coverage for School Board members is at the option of each district.

If offered by the district, new School Board members have 31 days to elect coverage.

1. School Board members who initially elect not to participate may enroll during a subsequent open enrollment period.

A School Board member can enroll the first of the following month with proof of loss of Coverage.

2. Once enrolled in the program, no School Board member can opt out of the program and later re-enroll without proof of loss of coverage.
3. BSSP insurance is secondary to any other insurance except in the following instance:

School Board members with Medicare and premiums paid by their District, County Office or College District will have Medicare secondary to other coverage.

Individuals on COBRA

An individual enrolled in a BSSP plan under the provisions of The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) is not considered to be an active employee.

Conformity to Self-Insured Schools of California (SISC)

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.