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POLICY

HEALTH INSURANCE BENEFITS

6013

New employees working more than 20 hours a week are eligible for health insurance which is prorated based on hours worked. The employee is responsible for the prorated portion through payroll deduction. If an employee waives the insurance at any time during the year, they must wait until the enrollment period to reinstate or start the insurance, unless qualifying life event. New rates are also calculated at this enrollment period with board retaining discretion to determine annual amount of employee contribution to policy premiums.

Health Insurance enrollment period is November –December of each year for the Policy start date of January 1.

New insurance enrollees:

Coverage begins the first day of the month following the first two full pay periods following entry into employment.

Each pay period's insurance deduction will pay for the following month's insurance premium payment (prorated based on hours worked for that period).

Employee may elect to enroll eligible immediate family members as part of the group policy with financial responsibility for policy premiums being that of the employee.

Insurance deductibles are on a calendar year (Jan 1 to Dec 31).

Upon termination of employment Health Insurance coverage will end on the last day of the month of exit from employment and COBRA eligibility is available.

*** FOR HEALTH BENEFITS ONLY:**

- **Full-Time-A full-time employee is one who works 30 or more hours per week.**
- **Part-Time-A part-time employee is one who works less than 30 hours per week.**

Employees should consult each benefit's Summary Plan Description for information regarding the classifications of employees eligible under the specific benefit program.



CHIEF EXECUTIVE OFFICER

Date: 7-26-16



CHAIR, BOARD OF DIRECTORS

Date: 7-26-16

Date first adopted	06/26/2013
Date Revised/QI Board approval	06/13/2013
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