1.0 SCOPE:

1.1 This procedure describes the process in which the Risk Management Office handles waiver of insurance premium for processing at the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

3.1 Senior Risk Management Technician

(Approval signature on file)

_____ _____
Signature   Date

4.0 DEFINITIONS:

4.1 WOP – Waiver of Premium

4.2 HR – Human Resources

4.3

5.0 PROCEDURE:

5.1 The Risk Management Office is in receipt of notification from the employee requesting a waiver of premium.

    5.1.1 Requirements for the notification can be found in the health insurance plan documents.

    5.1.2 The employee must have documentation from the physician stating that they have a reasonable prognosis of returning to work within six months.

5.2 When this information has been received, the technician confirms they are on approved unpaid leave, and verifies with HR that the employee has exhausted all vacation and sick leave.

5.3 The employee is notified in writing if they are approved or not approved for a waiver. If they are approved, they are notified of the approval and effective date as well as premiums required to continue other coverage.

    5.3.1 Other coverage includes, but is not limited to additional supplemental life insurance and any dependent coverage.

5.4 The employee is listed on the waiver log in order to track premium payments.

6.0 ASSOCIATED DOCUMENTS:

6.1 Waiver Log

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Waiver Log	Risk Office	6 years	Discard as desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
6/2/05	A	Initial Release
5/15/07	B	Revised department's name to reflect "Management" throughout document; corrected typographical errors.

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