



Certified/Administrator Insurance Eligibility Procedure (HR-P020)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes insurance eligibility forms for employees who are Certified/Administrators in the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

4.0 DEFINITIONS:

- 4.1 FMLA – Family Medical Leave Act
- 4.2 HR – Human Resources
- 4.3 EOP – end of position
- 4.4 RET – retire
- 4.5 OYO – one year only position
- 4.6 NCR – 3 part printed form
- 4.7 Dec'd – Deceased
- 4.8 ESIP – Early Separation Incentive Program
- 4.9 FTE – Full Time Equivalent

(Approval signature on file)

Signature

Date

5.0 PROCEDURE:

- 5.1 The Employee Insurance Eligibility Form (HR-F538) is an NCR form used to add / change the insurance status for new hires, leaves, separations and changes of employment classification.
- 5.2 New Hire
 - 5.2.1 When a new or rehired employee is placed into a benefited position, the HR Technician completes an Employee Insurance Eligibility Form (HR-F538) to begin benefits on the qualifying date.
 - 5.2.2 Top half of form of front page (white) must be completed by HR Technician and signed.
 - 5.2.3 White copy is routed to Risk Management, yellow copy is placed in employee file, and pink copy is mailed and/or provided to employee.



Certified/Administrator Insurance Eligibility Procedure (HR-P020)

- 5.2.4 Employee has a ninety (90) day waiting period from the date of hire or upon switching from a non-contracted to a contracted position before they receive insurance benefits.
- 5.2.5 If an employee has a break in service of less than six months with an EOP, RET, or OYO, the ninety-day waiting period will be waived.
 - 5.2.5.1 The waiting period is not waived for those who voluntarily separate or whose employment is terminated.

5.3 Leaves

- 5.3.1 When an employee goes on unpaid leave, HR Technician completes the section related to unpaid leave including FMLA if applicable.
- 5.3.2 White copy is routed to Risk Management, yellow copy is placed in employee file, pink copy is sent to employee.
- 5.3.3 When an employee returns from an unpaid leave an Employee Insurance Eligibility Form (HR-F538) must be completed by HR Technician and distributed as in 5.3.2.

5.4 Separation

- 5.4.1 Separation consists of resignation, retirement or termination, ESIP, and/or Dec'd.
- 5.4.2 HR Technician completes applicable section of the insurance eligibility form upon an employee separating from the District.
- 5.4.3 White copy is routed to Risk Management, yellow copy is placed in employee file, pink copy is sent to the employee.

5.5 Employee Classification Change

- 5.5.1 There are four (4) classifications that require insurance notification to Risk Management. They are Classified, Certified and Administrative, and Pro-Tech.
- 5.5.2 HR Technician completes applicable section on form and forwards to Risk Management and copy to file.

5.6 FTE Changes (Full Time Equivalency)

- 5.6.1 Employee Insurance Eligibility Form (HR-F538) / or notification the Risk Management Office is completed when an employee has a change in their FTE status.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Employee Insurance Eligibility Form (HR-F538)



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Insurance Eligibility Form	HR employee personnel file	99 years	Discard as Desired	Standard file cabinet in secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/5/06	A	Initial Release
4/23/07	B	Revised title of document; added "Certified/Administrator" to section 1.1; revised title of 3.1; added definitions 4.6 thru 4.9; identified name and number of form in 5.2.1; deleted 5.3.1.1; revised 5.3.2; added 5.3.3; added definitions to 5.4.1; revised 5.4.3; revised 5.5.1; deleted last part of sentence of 5.5.2; revised 5.6.1; deleted 5.6.2; revised identification of 6.1; updated Record Retention Table.

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